

Saint Leo College

1992-1993 Catalog

Saint Leo College

A LIBERAL ARTS COLLEGE



Saint Leo, Florida, 33574
(904) 588-8200

Announcements contained in this publication are subject to change without notice and may not be regarded in the nature of binding obligations on the College. The College reserves the right to change any provisions or requirement.

When students begin attendance at Saint Leo College, they come under the academic requirements of the edition of the College catalog at that time. Students may normally graduate under these academic requirements within a period of five years even though subsequent catalogs may change. Should new changes be to their advantage, students may graduate under the conditions of the newer catalog. However, because academic programs are subject to requirements imposed by outside accrediting or certifying agencies, such outside requirements shall supersede prior conditions.

Saint Leo College is committed to admission policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or handicap.

Saint Leo College complies with the Family Rights and Privacy Act of 1974 (as amended).

The College is an Affirmative Action, Equal Opportunity employer.



Addendum to the 1992-1993 Catalog

September 1, 1993

Dear Saint Leo College Student,

A decision was reached recently to publish the College Catalog only **every other year**, a practice common to most colleges and universities. As a result, we shall all be using the 1992-1993 Catalog for the coming academic year, with the first two-year Catalog being published during the summer of 1994.

However, a number of changes in policy and procedure have occurred over the past year which would ordinarily have appeared in a new Catalog. In order to make you aware of the major changes, we are providing you with this Addendum to the 1992-1993 Catalog. What appears in this Addendum are only those major changes which we feel would affect the majority of the student body; relatively minor changes, e.g., the addition or deletion of a single course from those offered by a Department would not be included. The numbers which appear before each printed change in the Addendum refer to the page numbers in the 1992-1993 Catalog where the section appears to which the changes apply.

As always, please consult with your faculty advisor if you need explanations or clarifications of College policies as they appear in the Catalog or in the Addendum.

I appreciate your cooperation during this one-time period of adjustment before we move to the regular publication of the catalog every other year.

Sincerely,

Daniel R. Hoeber

Daniel R. Hoeber, Ph.D.
Vice President for Academic Affairs

81. Business Administration
(The following is added to Program Components).
GBA 499 Comprehensive Business Examination 0

81. *(The following is added beneath Program Components).*
For on-campus students at least 50% of the major courses for the business administration and human resources administration major must be completed at Saint Leo College. A case by case evaluation will be made to determine which transfer courses would count towards the major and which would count as electives. The factors used in making that determination will be the time period during which the courses were completed, and the level of the courses.

82. Computer Information Systems Specialization
(Add the following)
COM 230 Spreadsheet Applications (3)
Change total hours to 18

83. Computer Information Systems and Minor
(Add the following)
COM 230 Spreadsheet Application (3)
Change total hours to 18

87. Computer Studies Course Descriptions
COM 310—Delete Prerequisite as stated
COM 310—Add the following:
Prerequisite:
COM 130 or permission of instructor.
COM 320—Add the following:
Prerequisite:
COM 130 or permission of instructor.
COM 410—Add the following:
Prerequisite:
COM 130 or permission of instructor.

95-96. Criminology
A 54 - hours major based on a national curriculum model that is designed to prepare students for careers in the criminal justice system, enhance the effectiveness of working professionals, provide the foundation for advancement to administrative levels, and prepare for graduate study in criminology and related fields.

Students may select human service or administrative specializations within the major or combine these specializations into a curriculum to meet individual career needs. Campus based students without prior criminal justice working experience may select a field placement option that offers supervised internship with local criminal justice agencies such as U.S. Customs Service, U.S. District Court Office of Probation and Parole, Hillsborough County Sheriff's Office, Pasco Juvenile Detention Center, and others.

Program Components	Sem. Hrs.
Basic Studies I	30
Basic Studies II	15
Major Requirements	54
[Foundation Courses]	[12]
POL 123 Introduction to Law and the Legal System *	(3)
CRM 220 Survey of the Criminal Justice System	(3)
SOC 222 Social Problems *	(3)
CRM 225 Criminal Investigation	(3)
[Core Courses]	[27]
CRM 321 Substantive Criminal Law	(3)
CRM 322 Law of Criminal Procedure	(3)
CRM 326 Theories of Criminal Behavior	(3)
CRM 327 Typologies of Criminal Behavior	(3)
CRM 420 Prosecution and Adjudication	(3)
CRM 421 Juvenile Justice	(3)
CRM 422 Law Enforcement Systems	(3)
CRM 430 Correctional Systems	(3)
CRM 499 Senior Seminar in Criminology	(3)
[Specializations]	[15]
Human Service:	
SWK/PSY 319 Human Behavior in Stress and Crisis	(3)
SOC/HTY 322 Race and Ethnicity in American Culture	(3)
SOC 324 Marriage and the Family	(3)

the role of the physical, biological, and social sciences in case development.

CRM 321 Substantive Criminal Law
(formerly POL 321 Criminal Law)

Prerequisite: POL 123
This course covers the creation and application of substantive criminal law. Topics covered include the nature and origins of criminal law, substantive due process, elements of criminal liability, the doctrine of complicity, uncompleted crimes, defenses to criminal liability, and the elements of crimes against: persons, habitation, property, the public order and morals.

CRM 322 Law of Criminal Procedure
(formerly POL 322 Criminal Law II)

Prerequisite: POL 123
This course concerns the laws governing procedural due process for criminal defendants. Case analyses and the interpretation of appellate court opinions are used to learn the fundamental relationships between the U.S. Constitution, courts and criminal procedure. Topics covered include remedies for state law-breaking, initial police - citizen contacts, seizures of persons, search and seizure of property, interrogations and confessions, identification procedures, decisions to charge and the first appearance, pretrial proceedings, conviction by trial and by guilty plea, and post-sentencing considerations.

CRM 326 Theories of Criminal Behavior
(formerly SOC 326)

Prerequisite: SOC 121 or PSY 121
This course is an interdisciplinary examination of the causes of criminal behavior. Case studies are used to illustrate the biological, psychological, social and economic correlations of crime. The focus is on understanding the major theories and applying these theoretical models to improve our understanding of criminal motivations.

CRM 327 Typologies of Criminal Behavior
Prerequisite: Junior Standing or Permission of Professor
This course presents a typology of the major systems of criminal behavior in the United States. Topics covered include the principles of criminal topologies, violent personal crime, occasional property crime, public order crime, conventional crime, criminal careers, political crime, occupational crime, corporate crime, organized crime, and professional crime.

CRM 420 Prosecution and Adjudication
Prerequisites: POL 123 and CRM 220
This specialized course focuses on the processes and issues of criminal prosecution and adjudication. Upon successful completion of this class, the student should understand the major strategies, problems, and procedures of prosecuting, trying, and sentencing criminal offenders. Subject matter will include charging discretion, plea bargaining, the operation of state and U.S. attorney offices, case preparation and presentation, trial procedure, the criminal court system, criminal defense and public defenders, juries, verdicts, and sentencing options.

CRM 421 Juvenile Justice
(formerly SOC 421)

Prerequisites: POL 123 and CRM 220
This course addresses the problem of juvenile crime and justice in the United States. Topics covered include the nature and extent of the delinquency problem, the measurement of official delinquency, unofficial accounts of delinquency, the role of the family, schools, and peers; an overview of the juvenile justice process including law enforcement, courts, corrections; and efforts towards delinquency prevention and prediction.

CRM 422 Law Enforcement Systems
Prerequisites: POL 123 and CRM 220
This course provides a comprehensive examination of American law enforcement systems at the federal, state and local levels. The student should gain an understanding of patrol strategies, field training, detective operations, case screening, crime laboratory, police corruption, use of force, due process issues, community relations, law enforcement information systems, professionalism, job stress, and innovations in policing.

CRM 430 Correctional Systems
(formerly SOC 430)

Prerequisites: POL 123 and CRM 220
This course is designed to be a comprehensive overview of our government's response to convicted criminal offenders. The origins, evolution, processes, and current problems of correctional systems will be the topics of study. More specifically, the course will cover: the history of corrections in the U.S., short-term detention, state and federal prisons, inmate topologies, capital punishment, correctional law, probation/parole, and community corrections.

CRM 425 Field Placement in Criminology
(formerly SOC 425)

Prerequisites: Senior Standing, Main Campus Status, and Permission of the Field Placement Committee
The criminology practicum is intended to be offered to students without professional criminal justice work experience. It is a 560-hour (15-semester hour) unpaid, supervised internship which may be taken only at specific agency provider sites, and only upon approval of the host agency and the Criminology Field Placement Committee. Presently, provider agencies include the Hillsborough County Sheriff's Office, U.S. District Court: Office of Probation and Parole, the U.S. Customs Service, Pasco Juvenile Detention Center, and Florida Department of Corrections (Office of Probation and Parole or Zephyrhills Correctional Institution). Other agencies can be included upon request if they meet provider site criteria.

CRM 499 Senior Seminar in Criminology
(formerly SOC 499)

Prerequisite: Senior Standing in Criminology
This capstone course is designed to synthesize the information and insights from the other courses in the criminology curriculum. It includes computer-based research in crime trends and causes, a research project that evaluates criminal justice policy-making, an assessment of each senior criminology major's knowledge level through the administration of a nationally based criminology achievement examination, and exposure to components of the criminal justice system through volunteer experience at local agencies.

122. Human Resources Administration
(The following is added to Program Components).
PSY 228 Social Psychology (3
Change Electives to 2

PSY 327 Abnormal Psychology (3)
SOC 328 Drugs, Society, and Human Behavior (3)

Administrative:
ACC 201 Principles of Accounting (3)
SOC 223 Statistics for the Social Sciences or
GBA 325 Business Statistics I (3)
POL 325 Public Administration (3)
MGT 301 Principles of Management (3)
MGT 331 Management of Human Resources (3)

Combined:
Although the Human Service and Administrative specializations were developed as unified and comprehensive fields of study to increase the student's program flexibility, one may chose courses from both specializations to constitute a 15 s.h. combined specialization. Students may further elect to use any CRM Special Topics courses as a substitute component for either track.

Field Placement Option:
CRM 425 Field Placement in Criminology (15)
The criminology field placement is intended to be offered to campus-based students without professional criminal justice experience. It is a 560-hour supervised internship which may be taken only at specific agency provider sites, and only upon approval by the Criminology Field Placement Committee.
Physical Education Requirement... 4
Electives (21)

Total Credits..... 124
** May be applied to Basic Studies II*

Criminology Minor
POL 123 Introduction to Law and the Legal System (3)
CRM 220 Survey of the Criminal Justice System (3)
Five (5) courses from the Core Courses (15)
Total 21

Criminology Course Descriptions

POL 123 Introduction to Law and the Legal System
(formerly Law and Society)

No Prerequisite
(Not open to developmental students)
This course is an introductory survey of the history, structures, and processes of the American legal system. It is designed to be taken as a first college-level course in law, and should precede more specialized courses such as criminal, business or constitutional law. Covered are basic legal concepts such as due process; the structure of the U.S. court system; and the major subdivisions of law such as civil procedure, criminal procedure, or the law of torts. Understanding the role of law in society, the analysis of judicial reasoning, and the application of legal concepts to factual situations are stressed.

CRM 220 Survey of the Criminal Justice System
(formerly SOC 336 Criminal Justice Systems)

Prerequisite: POL 123
An introductory overview of the American criminal justice system that examines crime and victimization trends, crime prevention programs, law enforcement, prosecution, defense, adjudication, sentencing, corrections, and criminal justice policy making.

CRM 225 Criminal Investigation
No Prerequisite
This course covers the fundamental components of investigating criminal offenses for the purpose of apprehending suspects and preparing cases for adjudication. Special attention is paid to the scientific aspects of gathering and analyzing evidence, and the overall management of major cases is stressed. The course objective will be to provide the student with an in-depth examination of the science and art of criminal investigations. Class presentations and crime scene simulations will focus on the use of physical evidence, investigative techniques, due process considerations, and



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Academic Calendar

Fall 1992

September 2	New Students Arrive
3-6	New Student Orientation
7	Returning Students Arrive
8	Registration: All Students
9	Classes Begin
11	Last Day to Add/Reduce Courses without Fee
October 3	CLAST Test
19	Midsemester grades due
24	Midsemester grades issued
23-25	Fall Festival Weekend
30	Last Day to Withdraw from Courses (Fee)
November 4	Preregistration/Spring Begins
25-27	Thanksgiving Break
December 9	Last Day to Withdraw from College w/o Course Failure
11	Last Day of Class/Last Day to Remove Incomplete
12-16	Final Exams
17	Grades Due

Spring 1993

January 7	New Students Arrive
7-10	New Student Orientation
10	Returning Students Arrive
11	Registration: All Students
12	Classes Begin
14	Last Day to Add/Reduce Courses Without Fee
18	M.L. King Day, No Classes
February 20	CLAST Test
March 1	Midsemester Grades Due
4	Midsemester Grades Issued
11	Last Day to Withdraw from Courses (Fee)
15-19	Spring Break
22	Preregistration/Summer/Fall Begins
April 9	Good Friday - No Classes
19	Last Day to Withdraw from College without Course Failure
21	Preregistration Ends
23	Last Day of Class/Last Day to Remove Incomplete
24-28	Final Exams
29	Grades Due
May 1	Commencement
3	Summer Session Registration
4	Summer Session Begins
6	Last Day to Add/Reduce Courses Without Fee
10	Last Day to Withdraw from Courses (Fee)
31	Memorial Day, No Classes
June 3	Last Day of Classes
4	Final Exams
5	CLAST Test



Everyone who studies under the auspices of Saint Leo College has potential and, presumably, will succeed. This institution provides an excellent faculty to challenge each individual's potential and an environment which supports the learning process and prompts more notable success. The Saint Leo atmosphere is rich. It breathes a Christian spirit; it is supported by a caring community; it permeates all dimensions of campus life. It upholds serious scholarship, yet makes it attainable to students just beginning their higher education experience. It fosters what at times is a tension between intellectual development and the service of others as a major goal in life, between competence and compassion, with the expectations that the student will live with both in the future.

I encourage you to come to know Saint Leo College for the fine institution that it is — and, as one of its students, to make your contribution to this college community. May the Lord bless your efforts.

Frank M. Mouch
President

Directory for Correspondence

College office hours are from 8:00 a.m until 5:00 p.m., Monday through Friday unless otherwise posted. Members of the college staff are available at other times by appointment.

Send mail to Postal Box or Drawer Number, Saint Leo, FL 33574.

Admission, Application and General Information
Director of Admissions
Post Office Box 2008, Saint Francis Hall
(588-8283)

Academic Affairs, Vice President for Academic Affairs
Post Office Box 2006, Saint Francis Hall
(588-8244)

Academic Record, Transcripts, Registrar,
Post Office Box 2278, Saint Francis Hall
(588-8234)

Alumni/Parent Relations
Post Office Box 2227, Saint Leo Hall (588-8250)

Athletics, Director of Athletics
Post Office Box 2038
Marion Bowman Activities Center
(588-8221)

Campus Ministry, Director of Campus Ministry
Post Office Box B, Saint Edward Hall
(588-8331)

Career Development Center
Post Office Box A, Saint Edward Hall
(588-8346)

Counseling Center,
Post Office Box A, Saint Edward Hall
(588-3854)

Center for Distance Learning, Associate Vice President for Academic Affairs
Post Office Box 2277
Distance Learning Building (588-8206)

Division of Business Administration
Post Office Box 2067
Faculty Office Building (588-8309)

Division of Education and Human Services
Post Office Box 2098
Faculty Office Building (588-8272)

Division of Liberal Arts and Sciences
Post Office Box 2127, Saint Leo Hall (588-8294)

Enrollment Management, Associate Vice President for Academic Affairs
Post Office Box S, Saint Francis Hall (588-8460)

Financial Aid
Post Office Box 2228, Saint Edward Hall
(588-8270)

Finance and Accounting
Post Office Box 2097, Saint Francis Hall
(588-8211)

Gifts, Wills and Bequests
Post Office Box 2227, Saint Leo Hall (599-8266)

Health Center
Post Office Box A, Saint Edward Hall
(588-8347)

Housing
Post Office Box 2068, Saint Edward Hall
(588-8266)

Institutional Advancement
Post Office Box 2227, Saint Leo Hall (588-8250)

Library
Post Office Box 2128
(588-8258)

Military Science/ROTC
Post Office Box 2126, College Theatre Building
(588-8256)

President
Post Office Box 2187, Saint Francis Hall
(588-8242)

Residential Life
Post Office Box 2068 (588-8266)

Security
Post Office Box 2388, Security Building
(588-8332)

Student Activities
Post Office Box 2323 (588-8358)

Student Affairs
Post Office Box 2156, St Edward Hall
(588-8992)

Veterans Affairs
Post Office Box 2228, St. Edward Hall
(588-8992)

Weekend College
Postal Box 2248, Distance Learning Building
(588-8236)



The College

Mission Statement

The basic purpose of Saint Leo College is to provide its students a liberal education that leads them to self-knowledge and to an understanding of their relationships to others and to their Creator.

The goal of the College is to develop the whole person by emphasizing an awareness of humanity and encouraging scholarship and a constant striving toward professional growth, self-assurance, and independence. Students who accept this challenge and meet their academic responsibilities are welcome at Saint Leo College.

As a Catholic institution, the College seeks to reflect the rich intellectual and spiritual heritage of the Church, as well as the precious integrity of the individual person. Thus, it takes an active interest in student life beyond the classroom. Recognizing the needs of the individual person, it encourages aesthetical, ethical, and spiritual growth. It provides an atmosphere of intellectual freedom, the optimum environment for the development of healthy, self-determined individuals who have a proper sense of their own abilities and values. The College strives to fulfill each student's need to be regarded as a person of worth, a valued and contributing member of the community. This effort is supported by a faculty of accomplished teachers and scholars and the Benedictine family spirit that is reflected in the personal relationships of faculty and students.

Saint Leo College believes in providing higher education to all capable students who desire it. It extends its degree programs to the working adult, including members of the United States military community. The College is committed to providing educational services on military installations and at other places and at times unique to adult learners.

As an extension of this commitment to education, the College includes in its learning community students who have not been academically successful in the past but who demonstrate the potential for success. Recognizing that the dedicated and personal interest of the administration and faculty can inspire its students, the College also realizes that success can come only from the students themselves.

History

Saint Leo College is a Catholic, coeducational liberal arts college offering a four-year program leading to the baccalaureate degree.

The College was chartered on June 4, 1889, when the Florida legislature authorized the Order of Saint Benedict of Florida to "have and possess the right and power of conferring the usual academic and other degrees granted by any college in this State."

Saint Leo opened with the dedication of its main building on September 14, 1890. It was the first Catholic college in Florida.

Established initially by monks from Saint Vincent Archabbey in Latrobe, Pennsylvania, the Benedictine mission in what was formerly called the "Catholic Colony of San Antonio, Florida" was transferred to the jurisdiction of Mary Help of Christians Abbey (now called Belmont) in North Carolina in 1888. Saint Leo College and Abbey are named for its abbot, Leo Haid, the principal founder and first president of the College.

There were 32 students in the pioneer year 1890-1891. The basic curriculum was a mix of liberal arts and commercial courses leading to the degree of Master of Accounts. Periodically, the College went through a military phase, with uniforms and required drilling, to instill discipline and order. The first M.A. degrees were conferred on the pioneer graduating class of five students on June 20, 1893.

In 1920, the College was phased out as the faculty decided to focus on becoming what one long-time Benedictine called "a serious English-style prep school." It was accredited by the Southern Educational Association in 1921. After a variety of name changes (including Saint Leo Academy and Benedictine High School), the institution settled on Saint Leo College Preparatory School in 1929. It lasted until 1964.

Reaching for a larger mission, Saint Leo opened a college again in 1959. Its efforts

were assisted by the neighboring community of Benedictine sisters at Holy Name Priory. Operating first on the associate's level, the College moved quickly to a four-year program and conferred its first bachelor's degrees on April 23, 1967, on 51 men and 13 women. It was accredited by the Southern Association of Colleges and Schools on November 29, 1967, retroactive to include the charter B.A. class.

In 1969 the College was reorganized when the Order of Saint Benedict of Florida transferred title and control to an independent board of trustees.

In a noteworthy broadening of its purpose, which echoed its military roots, Saint Leo responded in 1973 to requests from the armed services to offer degree programs on military bases. It is now the sixth largest provider of higher education to military personnel in the United States.

Saint Leo has grown from 32 students at its beginning to a total enrollment of more than 6,500: 1,000 on its main campus, 1,000 in its adult weekend and evening program, and 4,500 on military bases throughout the Southeast.

Accreditation and Affiliation Statement

Saint Leo College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's and bachelor's degree. Saint Leo College's program in Social Work is accredited by the Commission on Accreditation of the Council on Social Work Education (BSW Level). Saint Leo College has Teacher Education Program approval by the state of Florida Department of Education. Other associations in which Saint Leo College holds membership are the American Council on Education, Association of Governing Boards of Universities and Colleges, Independent Colleges and Universities of Florida, the American Association of Adult and Continuing Education, the National Collegiate Honor Society, the National Association of Independent Colleges and Universities, the National Association of Institutions for Military Education Services, Service Members Opportunity Colleges, National Catholic Education Association, and the Association of Catholic Colleges and Universities.

The Campus

The campus of Saint Leo College lies about 25 miles northeast of Tampa. Its rolling hills and richly wooded grounds edge on beautiful Lake Jovita. The central Florida location offers many natural advantages that attract people to live, work and study in the Sunshine State. This pleasing pastoral atmosphere can be exchanged in an hour or two for beaches and the ambience of two metropolitan areas: Tampa-St. Petersburg and Orlando.

Campus buildings unite the tradition of the past with the objectives of modern education through a combination of Spanish Florida baroque and contemporary architecture. On the main quadrangle are Saint Leo Hall, Saint Francis Hall, and Saint Edward Hall.

Saint Leo Hall constructed of blocks made by the founding Benedictine monks, house faculty offices, the offices of the Executive Vice President for Planning, Director of Institutional Research, Director of Alumni/Parent Relations, Director of Annual Support and Director of Development.

Saint Francis Hall houses the offices of the President, Vice President for Academic Affairs, Director of Public Affairs, Director of Computer Center, Registrar, Purchasing, Finance and Accounting, Director of Human Resources, the Copy Center and Print Shop and the Admissions office.

Across from Saint Francis Hall is **Saint Edward Hall**, where the Student Affairs Center is located. Offices of the Vice President for Student Affairs, Campus Ministry, Counseling and Career Development, Financial Aid, Veterans Affairs, Health Services, Intercultural Student Advising, Student Development, Student Government Association, Interfraternity Council, Panhellenic and Residential Life are housed on the first floor. The rest of the building is used as a residence hall.

Residence halls are situated throughout the 170-acre campus. Located on the west

side of the campus is the **Marmion/Snyder** complex which is a student residence hall housing men in Snyder and women in Marmion. **Villa Hall** houses predominantly junior and senior women and is often noted for its home-like atmosphere.

The east side of the campus features four residence halls. **Saint Edward Hall** is one of the oldest halls on campus and houses male residents. **Benoit Hall** also houses male residents and features a study lounge on the second floor. **Henderson Hall** is an all-female hall with some of the wings having a specific theme or affiliation of students. Finally, **Roderick Hall** recently renovated offers suite-style living and is a co-ed hall, with women living on the second floor and men on the first floor. Residency in Roderick is reserved for juniors and seniors who have and maintain a 2.5 cumulative GPA.

Julia Deal Lewis Hall of Science is a three-story building occupied by the Division of Natural Science and Mathematics, the Freshman Studies Program and its Learning Assistance labs, classrooms, laboratories, and a science library.

The **William G. and Marie Selby Auditorium**, adjoining Lewis Hall at the ground and second-floor levels, is a teaching auditorium with tiered seating.

At the main entrance of the College is the **Information and Security Office** and the **Center for Distance Learning.**

Nearby **Crawford Hall** provides general classrooms.

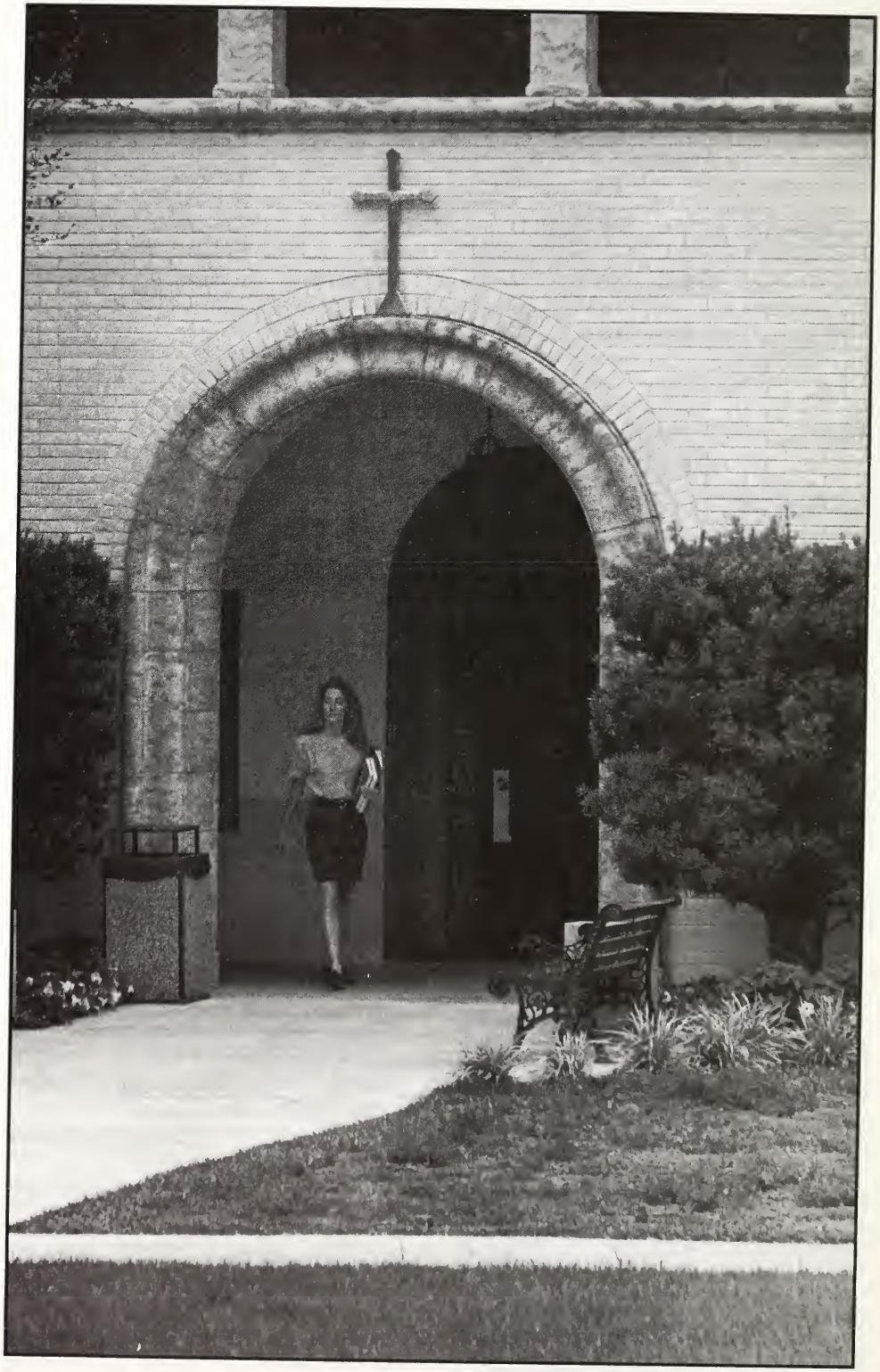
The **William P. McDonald Center** forms a hub for campus social activities and provides dining as well as recreational facilities. On the ground floor are the **Commuter lounge**, the **Snack Shack** and the **Campus Book Store.** In addition to the main dining hall on the second floor, **Duncan Lounge** and **Lions Lounge** provide facilities for special events, such as lectures and art exhibits. The Kent Chapel offers the quiet and intimacy for meditation and small group liturgies.

Adjacent to the McDonald Student Center is the **College Theatre.** Located here are the theatre itself, music practice rooms, an art room, ROTC offices, and a classroom.

The Marion Bowman Activities Center is a facility for teaching and recreation. The main gymnasium is used for intercollegiate sports and for lectures and other educational and social activities. A large heatable outdoor swimming pool, physical education classrooms, athletic training room, dance studio and weight-lifting room are included in the facility.

Athletic fields are available throughout the campus for soccer, baseball and softball. Numerous courts are also available for tennis, volleyball, racquetball, handball and basketball.

The Cannon Memorial Library, enlarged and modernized in 1987 with a donation from the family of long-time College trustee Daniel A. Cannon, is a three-level building housing approximately 105,000 volumes of material in print, microform, and computer-based formats. Typing rooms and photo copying areas are available. On the lower level is the **Hugh Culverhouse Computer Instruction Center** where classes and computer facilities are available. The library also maintains a modern music listening and audiovisual center.



Admission

Admissions Procedures and Requirements

On-campus students may obtain application forms from the Office of Admissions, Saint Leo College, P.O. Box 2008, Saint Leo, Florida 33574.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or handicap.

Freshman Admission

Procedure: Students must have the following material filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

1. Complete application form.
2. $30 application fee, which is neither refundable nor applicable against school fees.
3. An official transcript of high school credits, or certified copy of GED test scores, sent directly from the high school or testing center to the Admissions Office.
4. Scores on the College Board Scholastic Aptitude Test (SAT) or the American College Test (ACT).
5. A recommendation from a high school guidance counselor or principal.
6. Veterans must submit the DD-214 form.

Requirements: Freshmen should show successful graduation or progress toward graduation from an accredited secondary school; a minimum of 16 academic units of course work including four units of English, three units of Mathematics (Algebra I, Algebra II and Geometry), three units of Social Studies, two units of a Natural Science and four units of electives; satisfactory results on the SAT or ACT; and a positive recommendation from a high school guidance counselor or principal.

Honors Program

Students who are highly motivated and who are seeking an enriching academic experience may be considered for the Honors Program. The restricted size of the program limits the number of students who may participate in the program while they are pursuing a bachelor's degree at Saint Leo College. See Honors Program under the Academic Programs section.

Early Admission

Exceptionally well-qualified students may be considered for admission to Saint Leo College prior to graduation from high school. To be considered for Early Admission, the following is needed:

1. The same credentials as a freshman candidate.
2. A strong recommendation from the high school counselor or principal.
3. A letter of recommendation from the student's parents.
4. A personal interview with the Director of Admissions.

Transfer Admission

Procedure: Transfer students must have the following materials filed with the Admissions Office 30 days before the registration deadline of the session they are planning to attend:

1. Completed application form.
2. $30 application fee which is neither refundable nor applicable against school fees.
3. An official transcript of courses taken at each college attended. If applying for financial aid, an additional transcript is to be sent to the Financial Aid Office. Transcripts must be mailed from the institution to the Office of Admissions.
4. A statement of social standing from the Dean of Students of the last institution attended.
5. Veterans must submit the DD-214 form.

Requirements: Transfer students normally need to have a minimum cumulative grade point average of 2.00 (C); and to have been in good standing at the

previous institution attended. Transfer students receive an evaluation of transfer credit following their acceptance to Saint Leo College.

International Student Admission

Procedures: International students must have the following material filed with the Admissions Office 60 days before the registration deadline of the semester they are planning to attend:

1. Completed application form.
2. $55 application fee which is neither refundable nor applicable against school fees. (All monies must be drawn on a U.S. bank and be payable in U.S. dollars.)
3. Scores on the Test of English as a Foreign Language (TOEFL). Scores on the SAT or ACT may also be submitted in lieu of the TOEFL.
4. Certified copies of examination results, diplomas and course syllabus. One copy must be in the native language and one copy must be an English translation. It is the responsibility of the student to provide an English translation of all work completed.
5. Completed Proof of Financial Ability Form.

Requirements: International students must show a sufficient knowledge of English as demonstrated by a minimum score of 550 on the Test of English as a Foreign Language (TOEFL). They are expected to have satisfactorily completed the requirements of a secondary school graduation or to have achieved satisfactory work at the last college or university attended. Specific requirements for admission are determined by the educational system the student has attended. International students seeking transfer credit from international institutions may be asked to obtain an evaluation of credit from the World Education Service if sufficient information is not available. A student visa (I-20) will be mailed to accepted international students upon receipt of a completed Proof of Financial Ability Form and a $100 deposit. International students may apply for the fall and spring semesters only.

Qualified International students with a minimum TOEFL score of 500 may be invited to participate in the Saint Leo College Bridge Program. Please refer to a more detailed description in the Academic Services section of the catalog.

Special Students

The College is prepared to admit a limited number of applicants who wish to take selected courses for credit but who do not wish to study for a degree. Students in attendance at another college must present a statement from their Academic Dean that they are in good standing and have permission to pursue courses at Saint Leo College. A special student is subject to the same academic regulations and discipline as other students. Application for degree-seeking status should be made upon completion of 15 semester hours at Saint Leo College.

Credit

Credit from Standardized Tests

Saint Leo College awards credit for the College Level Examination Program (CLEP) General Examinations and the Subject Examinations. Up to 30 credits may be earned through the General Examinations.

Information about CLEP may be obtained from the Registrar's Office or directly from the College Entrance Examination Board, Box 592, Princeton, NJ 98450.

Saint Leo College also recognizes Defense Activity for Non-Traditional Educational Support (DANTES) and United States Armed Forces Institute (USAFI) standardized tests.

A maximum of 40 semester hours of standardized testing credit (CLEP General, CLEP Subject, DANTES and USAFI) will be accepted toward graduation requirements, and all such credit will be listed on the student's transcript.

Recognition of Credit

Saint Leo College recognizes credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared.

Saint Leo College students who enroll in courses elsewhere must obtain prior approval to ensure that the courses they transfer back are applicable to their degree programs. Approval forms are available in division offices. Students must be eligible to continue or return to Saint Leo College in order to obtain approval. These forms must be signed by the appropriate chair and the Registrar. A copy of the approval form will be placed in the student's academic record maintained by the Registrar. External degree students obtain approval through the dean of their program.

Advanced Placement

Saint Leo College invites applications from students who have taken College Board Advanced Placement Examinations. Students with a score of 3 or higher will be awarded credit. Actual course application will be assigned by the appropriate chair.

Transfer Credit

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admissions Procedure in this section.

Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or higher will be transferable.

There is one exception to the above mentioned "D" grade policy. "D" grades earned in ENG 120, 121 and 122 or their equivalent are not transferable except in the case of associate degree holders.

Saint Leo College admits students holding an associate degree from an accredited junior or community college.

The maximum number of credits that can be transferred from a community college is 64 hours.

The associate degree holder may earn a bachelor's degree by electing one of Saint Leo College's majors, satisfying all degree requirements and completing a minimum of 30 credit hours in residence. Basic Studies I requirements are considered satisfied by a transfer student who has earned an Associate of Arts degree.

All students, including transfers with Associate of Arts degrees, must have successfully completed at least one course in literature and one course in history for graduation.

No quality points are awarded for transfer credit.

Military Service Credits

Saint Leo College grants credits to students for military service and for military schools attended or service extension courses completed while in the service. At the discretion of the Registrar, the maximums are nine semester hours of credit for military experience and 24 semester hours for service schools. Veterans must submit the DD-214 form.

Recommendations contained in the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Forces will be accepted at the full value described therein. Applicability to specific Saint Leo College courses will be determined by the appropriate academic dean.

Readmission

A student who voluntarily or involuntarily withdraws from the College for one or more full semesters loses degree-seeking status. It is therefore necessary for such a student who wishes to return to the College to reapply through the Admissions Office. Students who have attended another institution during their absence from Saint Leo College must have all academic

credentials sent to the Admissions Office. Students who have been suspended for academic deficiencies or for disciplinary reasons for one or more semesters must submit a written appeal and append it to their application for readmission to the Admissions Office.

Additional Admission Requirements

Education Majors: The State of Florida requires a minimum combined score of 840 with a minimum 420 in the quantitative section and 420 in the qualitative section of the Scholastic Aptitude Test (SAT) or a composite score of 20 with minimum subscores of 20 each in English and Math on the American College Test (ACT) for all students entering an approved Teacher Education Program.

Evaluation of the Applicant

If the application forms and other required records of the applicant are complete and in proper order, the application will be submitted to the Admissions Committee for evaluation. Final acceptance of each applicant will be determined by the Director of Admissions. The acceptance of admission by the transfer student is also an agreement of the evaluation of credits accepted by the College. Appeals concerning transfer credit may be made to the Registrar.

Center for Distance Learning students will receive a formal evaluation of transfer credit upon receipt of the complete application package to the appropriate program dean. Appeals concerning transfer credit must be made to the appropriate dean. However, the College will not provide a transcript until successful completion of course work at Saint Leo College.

Academic Programs

The liberal arts curriculum of Saint Leo College acquaints students with the major areas of human knowledge - the humanities, natural sciences, and social sciences - and allows them to pursue a major in the discipline of their interest and talent, encouraging them to relate knowledge gained from other disciplines with the principles of their chosen major. The liberal arts curriculum offers students the opportunity to gain greater knowledge of themselves, to develop a concern for others and ultimately to acquire insight into their responsibilities in the world.

There are three core features to the Saint Leo College curriculum: Basic Studies, the major, and electives.

Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. Faculty advisors aid students in selecting courses that will best contribute to their educational and vocational goals.

The Basic Studies program consists of two components, Basic Studies I and Basic Studies II; both are required for all bachelor's degree programs. There is also a physical education requirement.

No course may be used to satisfy both Basic Studies I and Basic Studies II requirements.

Basic Studies I requires a minimum of 30 credits (ten courses) and Basic Studies II requires a minimum of 15 credits (five courses).

Physical Education

Saint Leo College believes that physical education and athletics make their own special contribution to education. Each student, therefore, is required to participate in the physical education program. Learning to swim and developing an individual skill are primary objectives of the program, allowing students to develop valuable recreational interests that last throughout their lives.

1. One studio dance course may serve as one Basic Physical Education course provided the dance course is not used to satisfy a Basic Studies Fine Arts course.
2. Military Science students who complete MSE 321, 322, 421 and 422-10 may use this sequence to count as one Basic Physical Education course.

Students transferring to Saint Leo College with junior classification must complete at least two one-credit physical education courses at Saint Leo College unless the four one-credit course requirement has previously been met.

Students who meet one of the following criteria are exempt from the Basic Physical Education requirement:

1. Have an associate degree from an accredited junior or community college.
2. Have at least two years of active military duty.
3. Are 35 years of age or older.

* Swimming Medical Waivers are handled individually. Students granted waivers in swimming are not required to take an additional course.

Basic Studies I

Students are required to take a total of ten courses chosen from the list below. The number of required courses is indicated for each subject section below. This page is designed for your use as a checklist in planning your course of study. No course may be used to satisfy both **Basic Studies I** and **Basic Studies II** requirements.

English

(Both courses are required)

- ❑ ENG 121 Composition
- ❑ ENG 122 Composition and Literature

(One course from the following)

- ❑ ENG 221 Survey of English Literature I
- ❑ ENG 222 Survey of English Literature II
- ❑ ENG 223 Survey of American Literature I
- ❑ ENG 224 Survey of American Literature II
- ❑ ENG 225 World Literature I
- ❑ ENG 226 World Literature II

Fine Arts

(One course from the following)

- ❑ ART 121 Visual Fundamentals I
- ❑ ART 122 Visual Fundamentals II
- ❑ ART 123 Art Appreciation
- ❑ DAN 125 Introductory Dance Courses 131*
- ❑ FAS 123 Introduction to Film
- ❑ MUS 121 Music Theory I
- ❑ MUS 123 Introduction to Music
- ❑ THE 121 Introduction to Theatre and Drama
- ❑ THE 123 Stagecraft

Religious Studies and Philosophy

(Both courses are required)

- ❑ Any course in Religious Sudies.
- ❑ Any course in Philosophy

Science and Mathematics

(One course from the following)

- ❑ BIO 121 Introduction to Biology
- ❑ BIO 125 Principles of Biology
- ❑ CHE 121 Chemistry & Society
- ❑ CHE 123 General Chemistry I
- ❑ PHY 121 Fundamental Concepts of Physics
- ❑ PHY 131 Introduction to Physics
- ❑ PHY 221 General Physics I

*Taken for three credit hours

(One Course from the following)

- ❑ MAT 121 Intermediate Algebra
- ❑ MAT 131 College Mathematics
- ❑ MAT 141 Finite Mathematics
- ❑ MAT 151 College Algebra
- ❑ MAT 161 Precalculus
- ❑ MAT 221 Calculus I
- ❑ MAT 231 Calculus and Analytical Geometry I

Social Science

(One course from the following)

- ❑ HTY 121 United States History to 1865
- ❑ HTY 122 United States History since 1865
- ❑ HTY 123 Western Civilization to 1500
- ❑ HTY 124 Western Civilization since 1500
- ❑ HTY 225 Far Eastern Civilization
- ❑ HTY 227 Latin America and the Caribbean
- ❑ HTY 233 The Modern Middle East

(One course from the following)

- ❑ PSY 121 Introduction to Psychology
- ❑ PSY 122 Psychology of Adjustment
- ❑ PSY 228 Social Psychology
- ❑ SOC 121 Introduction to Sociology
- ❑ SOC 222 Social Problems
- ❑ SWK 121 Introduction to Social Work

Total: 10 courses

Note: External degree students should contact appropriate advisor concerning Basic Studies I requirements.

Basic Studies II

Students are required to take a total of five courses chosen from the list below. the number of required courses is indicated for each subject section below. this page is designed for your use as a checlkist in planning your course of study. No course may be used to satisfy both **Basic Studies I** and **Basic Studies II** requirements

Humanities

*(One course from the following)

- ❑ ART 221 Drawing
- ❑ ART 223 Beginning Painting
- ❑ ART 224 Beginning Sculpture
- ❑ ART 225 Graphics
- ❑ DAN 125-131 **Any course
- ❑ DAN 321 Dance History: Ballet
- ❑ DAN 322 Dance History: Modern
- ❑ ENG 221 Survey of English Literature I
- ❑ ENG 222 Survey of English Literature II
- ❑ ENG 223 Survey of American Literature I
- ❑ ENG 224 Survey of American Literature II
- ❑ ENG 225 World Literature I
- ❑ ENG 226 World Literature II
- ❑ MUS 121 Music Theory I
- ❑ MUS 122 Music Theory II
- ❑ MUS 123 Introduction to Music
- ❑ MUS 321 Music History I
- ❑ MUS 322 Music History II
- ❑ THE 227 Survey of Drama I
- ❑ THE 228 Survey of Drama II
- ❑ Any Foreign Language numbered 211 (Level 2-A) or above.

Religious Studies and Philosophy

(Both courses are required)

- ❑ Any course in Religious Studies or Philosophy.
- ❑ Any course in Religion.

Science and Mathematics

(One course from the following)

- ❑ BIO 121 Introduction to Biology
- ❑ BIO 125 Principles of Biology
- ❑ BIO 220 Human Anatomy and Physiology
- ❑ BIO 224 Health Science
- ❑ CHE 121 Chemistry and Society
- ❑ CHE 124 General Chemistry II
- ❑ PHY 121 Fundamental Concepts of Physics
- ❑ PHY 131 Introductory Physics
- ❑ PHY 222 General Physics II
- ❑ MAT 131 College Mathematics
- ❑ MAT 141 Finite Mathematics
- ❑ MAT 151 College Algebra
- ❑ MAT 161 Precalculus
- ❑ MAT 221 Calculus I
- ❑ MAT 222 Calculus II
- ❑ MAT 231 Calculus and Analytical Geometry I
- ❑ MAT 232 Calculus and Analytical Geometry II

Social Science

*(One course from the following)

- ❑ HTY 121 United States History to 1865
- ❑ HTY 122 United States History since 1865
- ❑ HTY 123 Western Civilization to 1500
- ❑ HTY 124 Western Civilization since 1500
- ❑ HTY 225 Far Eastern Civilization
- ❑ HTY 227 Latin America and the Caribbean
- ❑ HTY 233 The Modern Middle East
- ❑ POL 121 Introduction to Politics
- ❑ POL 123 The Law and Society
- ❑ POL 223 American Federal Government
- ❑ POL 224 American State and Local Government
- ❑ PSY 121 and PSY 122
- ❑ PSY 228 Social Psychology
- ❑ SOC 121 Introduction to Sociology
- ❑ SOC 222 Social Problems
- ❑ SWK 121 Introduction to Social Work
- ❑ EDU 221 (Education majors only)

Total: 5 courses

*One Basic Studies course must be literature and one must be history for the bachelor's degree.

**Taken for three credit hours.

Note: External degree students should contact appropriate program advisor concerning Basic Studies II requirements.

Majors

Students usually select their major before the completion of their sophomore year. However, they may begin their major as early as the first semester of their freshman year if they are certain about their educational and vocational goals. In fact, if they expect to enter a graduate or professional school upon graduation from Saint Leo College, students should decide on their major early. If they plan to teach, they should not delay their decision beyond the first semester of their sophomore year in order to complete the required professional courses in education in a four-year period.

Intensive study in a major usually begins in the first semester of the junior year. To declare or change to another major, the student should consult with the departmental chair of the desired major. Students may earn up to two majors or a major and a minor.

Students who plan to teach at the secondary level must complete the professional courses in education in addition to all courses required in their major.

Saint Leo College offers the following liberal arts degrees: Associate of Arts, Bachelor of Arts, Bachelor of Science and Bachelor of Social Work.

Students electing an Associate of Arts degree major in liberal arts.

Students electing the Bachelor of Science degree major in the following fields:

- Biology
- Health Care Administration
- Medical Technology

The biology major is the recommended preprofessional curriculum for students intending to pursue careers in medicine, dentistry and veterinary science.

Students electing the Bachelor of Social Work degree major in Social Work. The Social Work program is accredited by the Commission on Accreditation of The Council on Social Work Education.

Students electing the Bachelor of Arts degree major in the following fields:

- Art
  - Art/Elementary to Secondary Education
- Business Administration
  - Accounting Specialization
  - Computer Information Systems Specialization
  - Finance Specialization
  - Health Services Management Specialization
  - Management Specialization
  - Marketing Specialization
  - Restaurant and Hotel Management Specialization
  - Technology Management Specialization
  - Specific Career Objective Specialization
- Criminology
- Dance
- Elementary Education
- English
  - English/Secondary Education
  - Literature
  - Writing
- History
  - History/Secondary Education
- Human Resources Administration
- International Studies
- Mathematics for Secondary Education
- Music
- Music/Elementary to Secondary Education
- Physical Education
  - Sports Management
  - Teacher Training
  - Individualized Track
- Political Science
  - Political Science/Secondary Education
- Pre-Law
- Psychology
- Public Administration
- Religion
- Sociology
- Specific Learning Disabilities
- Theatre

Teacher education programs that lead to certification and have been approved by the state of Florida Department of Education:

- Art (K-12)
- Elementary Education (1-6)
- Elementary Education/Early childhood (N-K-6)
- English (6-12)
- History (6-12)
- Mental Retardation (K-12)
- Physical Education (6-12)
- Political Science (6-12)

Other areas in which teacher certification may be awarded through a course-by-course transcript evaluation by the state Department of Education:

Biology	(6-12)
Math	(6-12)
Music	(K-12)
Social Studies	(6-12)
Specific Learning Disabilities	(K-12)

A description of each major, as well as each minor and academic program begins on page 18.

Minors

Programs of study leading to a minor are offered in some academic departments. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. A minor is not required for graduation.

Electives

Students must complete enough elective hours to fulfill the minimum 120 academic credits required for graduation.

In consultation with the academic advisors, students may choose electives from the courses listed in the Catalog under "Courses of Instruction," provided the prerequisites for the courses have been met.

Special Academic Programs

Honors Program

The honors program serves the special needs and interests of the most highly motivated and academically talented students, providing them with an opportunity to reach their potential for leadership, both inside and outside the classroom.

The program offers academic challenge and discipline through an integrated sequence of courses, supplemental academic and cultural activities, and entry into a community of scholars. These features provide honors students with an enriched and cohesive liberal arts education.

Through their studies, honor students are able to enjoy the experience of analytical thinking, independent learning, intellectual discussion and critical expression. The curriculum covers Western civilization from its origins to the present and consists of an integrated sequence of six courses plus two research courses:

HON	150	The Classical World View	(3 Cr)
HON	151	The Christian Vision	(3 Cr)
HON	250	The Humanistic Tradition	(3 Cr)
HON	251	The Scientific Revolutions	(3 Cr)
HON	350	The Human Condition Re-examined	(3 Cr)
HON	351	The Modern World View	(3 Cr)
HON	498	Honors Research Methods	(1 Cr)
HON	499	Senior Honors Project	(3 Cr)

The program is for the most part not an addition to the usual course of study but is another way for students to earn their bachelor of arts degree. Honors courses may be substituted for Basic Studies requirements as follows:

HON	150	History, Political Science, Sociology, or Philosophy
HON	151	Religious Studies or Philosophy
HON	250	Fine Arts or Literature
HON	251	Science or Philosophy
HON	350	Psychology or Sociology
HON	351	Literature or Social Science

Moreover, with the appropriate department chair's approval, the research courses will satisfy upper-division major requirements.

The honors program is affiliated with the National Collegiate Honors Council, an organization of over 200 colleges and universities that serves as the national organization for honors programs. In addition, Saint Leo College participates in the Southern Regional Honors Council which is an affiliate of the National Collegiate Honors Council. In recognition of outstanding academic achievement, Saint Leo provides a Fourth Year Tuition Grant for students who complete the honors program and meet the Grant's requirements. The Grant is awarded in an amount sufficient to cover the fourth year tuition

costs of a maximum of 32 semester hours for which students do not have applicable financial aid. To receive the Grant, students must remain in good standing in the honors program through three years at Saint Leo, maintaining a 3.5 cumulative GPA.

The admission requirements to the program are usually a high school GPA of 3.0, a TSWE score of 50, and a combined SAT score of 1,000. Students who complete the freshman year with a 3.25 or higher GPA may also be invited to join the program.

For further information and application forms, contact the Director of the Honors Program, P.O. Drawer S, Saint Leo College, Saint Leo, Florida 33574-4102.

Student Honor Society

The Saint Leo College student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor Society, which was founded in 1940 for students, faculty and alumni of colleges and universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectual community among its members. To be eligible for membership, a student must have acquired 62 credit hours (60 credit hours in MEP), and maintained a grade point average of 3.50.

Preparation for Professions

Basic preprofessional courses leading to graduate study or to entrance into professional schools are offered in a number of fields: law, medicine, dentistry, osteopathy, nursing, social work, veterinary science and others.

Students who expect to use the liberal arts as a foundation for more specialized study at another institution are advised to consult an advisor in their special field of interest for a suggested outline of required subjects, and also to consult the catalog of the institution where they intend to continue their studies. Requirements are fairly uniform within a given field but do vary somewhat among professional and graduate schools.

Individual Studies

The College offers two types of individual study. One type, entitled directed study, is conducted under the direct supervision of a faculty member and requires a minimum of one scheduled meeting a week. Courses listed as 329 or 429 are conducted as directed studies. Also, any other regular course may be taught by directed study when circumstances require.

The second type of individual study is independent study. In this the student pursues a subject under the direction of a faculty member, using such support materials as video tape, computer disk, written text, or combinations thereof. On completion of the prescribed work, the student reports to the faculty member and is graded either on a paper or project or written examination.

Both types of courses are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

Permission to pursue individual studies must be obtained from the departmental chair or dean of the student's program.

Generally, permission to use this option to satisfy a regular course requirement is granted only to students who are within two semesters of graduation and who satisfy all other academic course requirements. However, since written requests are submitted on an individual basis, exceptions may be made at the discretion of the appropriate administrator.

Military Science

Army Reserve Officer Training Corps. The Army Reserve Officer Training Corps at Saint Leo College offers a four-year and a two- year Officer Training Program leading to a commission as a second lieutenant in either the United States Army Reserve or the regular Army. Depending on the students' academic major, their desires, and the needs of the Army, this commission may be in any one of the Army's 16 branches.

All textbooks, uniforms, and equipment are furnished. During the last 2 years, the

student is paid $100 per month for 10 months during each academic year by the U.S. Government. In addition, an Army ROTC scholarship may be awarded to exceptional students.

The course of instruction emphasizes theoretical and practical leadership. It is divided into Basic (MS I and MS II) and Advanced (MS III and MS IV) courses. Admission to the Basic Course is open to full-time students, who will complete the four-year program before their 28th birthday and are physically qualified. Admission to the Advanced Course is competitive. The ROTC campus coordinator must approve all applicants. In addition, all advanced students must pass mental and physical examinations and have received credit for the Basic Course.

Credit for the Basic Course may be given for prior military training or for participation in secondary school ROTC programs. Credit for the entire Basic Course may be received by attending summer camp under the two-year ROTC Program.

Freshmen and sophomores participate in ROTC on a voluntary basis with no obligation whatsoever to the military. A student who wishes to continue with postgraduate work may be deferred from call to active duty for up to four years after commissioning.

For additional information, contact Saint Leo College, U.S. Army ROTC, P.O. Box 2126, Saint Leo, Florida 33574, (904) 588-8256 or (813) 474-4065.

Air Force Reserve Officer Training Corps. The Air Force Reserve Officer Training Corps (AFROTC) is offered under an inter-campus agreement with the University of South Florida (USF). AFROTC courses are taken at USF, but Saint Leo College course credit is granted. The curriculum includes 16 credits of instruction by Aerospace Studies Department faculty over a four-year period.

Students may be enrolled in either a two- or four-year program. The four-year program normally requires students to successfully complete all four years of academic work, AFROTC courses, and a four-week field training encampment between their sophomore and junior years.

The two-year program gives students who do not enroll in AFROTC during their freshman year, and transfer students from non-ROTC colleges, the opportunity of taking AFROTC. Application for this program begins in the fall and selection for this program is in the spring prior to entry year. If selected, the student attends a six-week field training encampment in the summer prior to program entry. Upon entering the program, the student then completes all undergraduate degree requirements, a mathematical reasoning course (if not already completed), and 12 credit hours of courses to qualify for commissioning as a second lieutenant in the Air Force.

Enrollment in a weekly one hour (non-credit) leadership laboratory is required of all students entering the program. Students wear the Air Force uniform during these periods, and are taught customs and courtesies of the Air Force.

Two and three year AFROTC scholarships are available for eligible applicants. In addition to the above requirements, scholarship recipients must also complete an English composition course and two semesters of a major Indo-European or Asian language.

Saint Leo College students interested in enrolling in the four-year program as freshmen may register at USF as special students. All other students interested should contact the Department of Aerospace Studies, USF, for advice. Veterans, active duty personnel, and graduate students are encouraged to inquire about special accelerated programs designed for them. The telephone number of the Department of Aerospace Studies is (813) 974-3367.



Academic Resources and Support Services

Academic Advising

All freshmen are assigned an advisor. Those students who choose not to declare a major are assigned to one of the College's Academic Advisors. When students are ready to select a major, an academic advisor is assigned to them by the chair of the department in which they plan to pursue a major.

All students are responsible for meeting all of the academic requirements for graduation. Students should seek advice from their academic advisors on a regular basis, but any advising errors made do not exempt the student from the responsibility of meeting all degree requirements.

The Saint Leo College Bridge Program

The Saint Leo College Bridge Program is a comprehensive English language program, coupled with a sound academic program, designed to enable international students to bridge the language gap and successfully matriculate at Saint Leo College.

Qualified international students with a minimum TOEFL score of 500 may be invited to participate in the Saint Leo College Bridge program.

CLAST Administration

Requirements for Students Receiving the Florida Tuition Voucher or Florida State Assistance Grant

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one or more of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, Saint Leo College, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the Financial Aid office.

Computer Instruction Services

Saint Leo College encourages students to gain a knowledge of computers. The College provides facilities and instruction to prepare students to be effective computer users in their upper-division courses. The Computer Instruction Center is the focal point of education in computer information systems. It has two large state of the art micro computer classrooms and is the center for all laboratory studies.

Freshman Studies Program

The freshman studies program enhances the freshman-year experience. It is designed to involve students in their own education and to contribute to their academic, emotional, intellectual, spiritual, and social development and growth.

The freshman program has six goals: (1) to extend freshman orientation throughout the freshman year to meet individual needs; (2) to introduce higher education as a unique experience; (3) to develop a support group during the period of adjustment; (4) to build a sense of community; (5) to provide mentors for all freshmen; and (6) to improve self-esteem.

The program includes academic components and requirements as well as services to freshmen such as: Freshman Mentors; COL 103 - Seminar on Self-Awareness; COL 101 - Introduction to College; and Learning Assistance Services.

Freshman Mentors are faculty and administrators who act as role models to the

freshmen and help them adjust to college life. The mentors academically orient the freshmen to college and teach COL 103 - Seminar on Self-Awareness.

The Seminar on Self-Awareness is a one-credit course required of all freshmen. It is designed to identify individual needs and the resources available on campus to meet them.

The Introduction to College (COL 101) course is a three-credit course designed to help students learn the academic and personal skills necessary to succeed in college. This course is required of freshmen taking developmental courses and is optional for all others.

Intercollegiate and Intramural Athletics and Recreation

The Intercollegiate Athletic Program is conducted under the auspices of Saint Leo College, the Sunshine State Conference and the National Collegiate Athletic Association, Division II. The College offers competition for men in cross country, soccer, basketball, baseball and tennis, and for women in cross country, volleyball, basketball, softball (fast pitch) and tennis.

In order to participate in intercollegiate athletics, students must be free from academic or disciplinary probation. Freshmen and transfer students must qualify for athletic participation under the NCAA Bylaw 14.3 as follows:

Successfully complete a high school core curriculum of a least 11 academic courses including at least three years in English, two years in Mathematics, two years in Social Science, and two years in natural or Physical Science (including at least one laboratory class if offered by the high school) as well as a 700 combined score on the SAT verbal and math sections or an 18 composite score on the ACT.

Further, the College encourages students to apply their knowledge and skills in an exciting and active intramural athletic program. Activities for individuals and teams are provided, and a system of competition in club sports is also available.

To provide each student the opportunity for recreation, the College has an Activities Center that features a gymnasium with two basketball and volleyball courts, a weight-training room, a dance studio and a heatable outdoor swimming pool.

In addition to the Activities Center, there are lighted racquetball and tennis courts; a lighted baseball field; outdoor basketball courts; intramural, soccer and softball fields, a jogging track; and a lakefront facility that includes rowboats, canoes and sailboats. A commercial 18-hole golf course is adjacent to the campus.

Learning Assistance Services

Saint Leo College offers a comprehensive developmental program designed to assist students who need to improve their academic skills. The goal of the developmental program is to help students succeed in their academic course work.

Developmental courses include lectures and discussion in regular classes and individualized work in a laboratory environment. All components of the developmental program employ professional tutors.

Students who show weakness in any area are placed in the appropriate developmental course(s) and are required to complete the assigned course satisfactorily within their first two semesters at the College. Those who do not complete the assigned course(s) with a passing grade within two semesters are subject to suspension. It is not unusual for first-semester freshmen who need to strengthen their academic skills to enroll in ENG 112 - College Reading Skills, ENG 120 - Developmental Composition and MAT 101 - Introduction to Algebra.

All developmental courses require a minimum of "C" grade for passing. Credits earned in the courses described above are applicable toward graduation from Saint Leo college. Although these courses do not fulfill Basic Studies requirements, they are prerequisites to them. The ENG 112 - College Reading Skills course may also be useful to students preparing for graduate or professional schools where a high reading proficiency is expected.

The Cannon Memorial Library

The Cannon Memorial Library's primary mission is to provide materials, information resources, and services needed by students pursuing a liberal arts education and seeking an understanding of themselves and their world. The library staff assists students in locating and using knowledge available in a variety of formats - print, microform, audiovisual and electronic media. The library supports faculty instruction by providing curriculum related materials and special library use classes. The triangular nature of the educative process, faculty/student/librarian, is emphasized with the goal of producing a student who can function successfully in an increasingly complex world of information.

The library provides special off-campus library support services to students and faculty in the Center for Distance Learning.

Enlarged and modernized in 1987, with a donation from the family of long-time College trustee Daniel A. Cannon, the three-level building housing the library provides a suitable environment for both individual and group study. Typing rooms and print microform copying areas are available. On the lower level is the Hugh Culverhouse Computer Instruction Center where classes and computer access are available. The library maintains a modern music listening center and audiovisual facilities, both of which support the instructional program.

Along with holdings numbering approximately 105,000 volumes, the library has over 700 periodical subscriptions for a total of over 1,000 periodical titles in the collection. Additional items on microform, over 46,000, supplement the print collection.

Library circulation services are automated as is most of the catalog. Reference and information services are enhanced by CD-ROM resources and on-line computer searching with access to the DIALOG and EPIC data bases.

The library's collection is strengthened by participation in networks and cooperatives permitting interlibrary loan exchanges throughout the United States. The library is a member of OCLC, Inc. and SOLINET, the Tampa Bay Library Consortium, and the Florida Library Information Network.

Outcomes Assessment

In keeping with the College's commitment to program improvement, and in accordance with the criteria regarding institutional effectiveness established by the College's accrediting agency, the Southern Association of Colleges and Schools, the College has established several measures to assess its effectiveness in meeting its stated educational goals. One such measure is the academic skills test for students intending to graduate from Saint Leo College.

The College requires students to take appropriate achievement tests to measure collegiate-level composition and computation competencies. To fulfill this requirement, eligible students may take the state of Florida's College Level Academic Skills Test (CLAST). Students not eligible to register for the CLAST are to take a similar academic skills test as designated by the College. Results of these tests are used by the College for comparative studies designed to measure its institutional effectiveness.

The Writing Center

The Writing Center is designed to help students improve the quality of their writing in all of their courses. Students, regardless of class standing and rank, can visit the Writing Center for assistance at all stages of the writing process: pre-writing, writing, rewriting and editing. They may either drop in during center hours or may be referred by a professor.



Academic Regulations

Academic Term

The campus academic programs, including the Center for Continuing Education extended programs and Weekend College, follow the semester system during the academic year. The campus undergraduate program continues in a six-week (April-June) Summer Session. The normal student course load for the Summer Session is two three-credit courses and a one-credit course in physical education. Enrollment in the Summer Session is optional. Restaurant and Hotel Management students enrolled in RHM 425 Restaurant and Hotel Management Internship during the Summer Session are considered to be taking a full-time schedule even though only three semester hours are awarded for completion.

The Center for Continuing Education extended programs and Weekend College continue in a 14-week Summer Session.

The Military Education Program offers five terms in the academic year, starting about August 1 and ending in the last week of July.

Registration

All students register for courses during the registration period at the beginning of each term.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the College catalog.

The College offers degree programs on campus, and externally through the Center for Continuing Education and the Military Education Program. Students enrolled in any one of these programs must formally request permission to enroll in courses in either of the other programs. The request should be directed to the dean of the program in which the student is enrolled and must be approved by the Vice President for Academic Affairs.

Course Load and Overload

Twelve credits is the minimum course load which a student may take and still be considered a full-time student. Students normally carry 12 to 16 credit hours.

Students who wish to take more than 16 credit hours must have a minimum cumulative grade point average of 2.50. In order to enroll in courses that would constitute a course overload students must have approval of their academic advisor and academic dean. Any student who is registered for 18 or more credits after the drop/add period will be assessed a non-refundable fee of $125.00 per credit hour in excess of 17.

Audit

Audit students must be regular in attendance and must make regular class preparation. No tests or examinations are required. No grade or credit is given. Fees are the same for both credit and audit courses, including the $125 per credit hour charge for credits in excess of 17. See the tuition rates for part-time students in the preceding Financial Information section.

A change from credit to audit will not be permitted after the first week of the semester.

Classification of Students

Students are classified according to the number of credits earned. Listed below are the requirements for the respective classifications:

Freshman—a student with fewer than 30 earned credits.

Sophomore—a student with at least 30 and fewer than 60 earned credits.

Junior—a student with at least 60 and fewer than 90 earned credits.

Senior—a student with at least 90 earned credits.

Special—a non-degree-seeking student.

Class Attendance

An educational program centered upon classroom instruction is predicated on the concept of regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. Instructors include a course attendance policy in their syllabi.
2. Except for reasonable cause, students are expected to be present at all regularly scheduled class meetings, particularly their scheduled classes immediately preceding and following the Thanksgiving, Christmas and spring breaks.
3. Students whose attendance becomes unsatisfactory to the extent of adversely affecting their course performance are informed by their instructor.
4. In the case of absences caused by College sponsored activities, students are allowed to make up such portions of work missed, including examinations, as the instructor deems necessary. Students are expected to make necessary arrangements before the planned absence from class and are responsible for all material covered during their absence.

Academic Honor Code

As members of an academic community that places a high value on truth and the pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The sanctions for academic dishonesty (including cheating on an examination, plagiarism and similar offenses) are as follows:

A. The minimum sanction for the first offense is an "F" for the test or assignment, but the usual sanction is an "F" in the course in which the violation took place.
B. The minimum sanction for the second offense is an "F" in the course, but the usual sanction is suspension of the student from Saint Leo College.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the course instructor. The procedures to be followed in cases involving academic honesty are outlined in the Student Handbook.

Drops, Adds and Withdrawals

During the drop/add period students may change courses without a fee. Drops and adds are handled through the Records Office. After the first week of a semester there is a $10 fee for each course withdrawal.

Each student has the prerogative of dropping a course until the end of the first week of classes and after that a grade of "W" will be assigned until the final published date for withdrawing. The official recording date of all withdrawals will be the last day scheduled for withdrawing from classes. Students who fall below 12 semester hours will not be full-time students and may lose their eligibility for financial aid. Failure to attend class or merely giving notice to an instructor will not be regarded as an official notice of withdrawal.

Withdrawal from the College

If students find it necessary to withdraw from the College for any reason, they must do so officially to obtain honorable academic withdrawal.

Withdrawal forms are available in the Student Affairs Office and the procedure outlined thereon must be followed.

Students who fail to carry out these procedures will be considered to be continuing students and may receive a failure (F) in all courses for the semester in which they registered. In such cases, the official withdrawal date for the permanent record will be the last day of the semester in which they left.

Since early withdrawal cannot be officially recognized until the student completes the procedures for withdrawal, there can be no refund of tuition or residence payments until the form is filed and receipted. The effective date of withdrawal will be the date the completed form is signed in Student Affairs.

Final Examinations

Final examinations are scheduled after the last instructional class period of each semester and Summer Session. Students should not plan to leave campus until after the last day of final exams for the fall, spring and summer terms, and they are advised to make their travel arrangements for the entire year as early as September. The final exam schedule is announced at the start of the semester to give students time to make travel arrangements.

Credit by Examination

A maximum of 40 semester hours of standardized testing credit will be accepted as applying toward graduation, and all such credit will be listed on the student's transcript. Information about credit by examination is available in the Records Office.

Course Challenge Examination

Full-time students with a cumulative grade point average of 2.50 or higher may seek to earn credit for a course through examination. Permission to take an examination is granted by the chair in whose division the course is taught. An $80-per-credit-hour fee must be paid in advance and is non-refundable.

To receive credit the student must achieve a grade of "C" or above. If the student fails the examination, no grade will appear on the permanent record.

Standard Examinations

Students may receive credit after successfully completing any of the following standard examinations:

Advanced Placement Examinations
American College Testing Program Proficiency Examination Program (PEP)
College Level Examination Program (CLEP)
General and Subject Examinations (Up to 30 credits may be earned through the CLEP General Examinations.)
Defense Activity for Non-Traditional Educational Support (DANTES)
GED College Level Examinations

Credit Substitution

Since the academic program is student-centered, it is flexible to meet individual needs and goals. Each academic dean may permit substitution of resident, transfer, or testing credit for degree requirements. Students should meet all prerequisites as stated in the catalog. Academic deans have the authority to waive any prerequisites. External degree students should request substitution credit through their program advisor.

Grading

		Quality Points Per Credit Hour
A	Superior Performance	4.0
B+	Excellent Performance	3.5
B	Very Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
FA*	Failure Absences	0.0
I	Incomplete	0.0
PP	Pass	0.0
W	Withdrawn	
WE*	Withdrawn Excused	
AU	Audit	

* Due to extended temporary duty of student: Military Education Program only.

Incomplete work (I) is counted as a failure (F) if the work is not made up by the end of the following semester. An incomplete grade (I) once completed will reflect the

same term date the course was originally taken; however, degree conferral date will be determined by the actual date the incomplete course work was completed.

Quality points are assigned only to grades earned at Saint Leo College.

Grade Point Average

The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course	Hours Attempted	Grade	Quality Points	Total Quality Points	
FAS 121	3	A	(4)	12.00	(3x4)
SPA 111	3	B	(3)	9.00	(3x3)
CHE 121	3	D	(1)	3.00	(3x1)
HTY 121	3	F	(0)	0.00	
ENG 121	3	C+	(2.5)	7.50	(3x2.5)
	15			31.50	

Grade Point Average: 31.50 / 15 = 2.1 GPA
Note: *No quality points are awarded for transfer credit.*

Grade Changes

A grade may be changed only by the faculty member administering the course. Changes in grade are permitted only when a computational error has been made. A student who feels that an improper grade has been received must notify the faculty member immediately upon receipt of the grade. All grades are final three months after they are posted.

Repeated Courses

Students may repeat any course that they wish, and are encouraged to repeat all courses failed. Students will have their cumulative grade point average adjusted to reflect only the higher grade earned. However, the record of attempting all courses will remain on the permanent record.

Grade Reports and Permanent Records

All midsemester grades, semester and summer session grades are mailed to the student's home address.

Each term's grade report is prepared for each student showing the student's progress for that term. This information and any additional transfer credit is placed on the student's permanent record after 15 hours of residence. As grade reports are generated each term, the student's progress is checked against the grade point standards at the appropriate level and action is taken as required.

Permanent academic records of all students are maintained by the Registrar.

English Language Proficiency

The Saint Leo College English language proficiency requirement may be satisfied in either of two ways:

1. By achievement of a score of 550 or above on the Test of English as a Foreign Language (TOEFL) or
2. By completion of Level 109 at any ELS Language Center located in the United States.

Gordon Rule

Saint Leo College actively promotes writing across the curriculum. Consequently, its students fulfill the requirements of the state of Florida's Gordon Rule within the communications area.

Transcript Requests

Official transcripts of the permanent record may be released to a student or to others with the student's written permission. Requests for transcripts must bear the student's signature (required by the Family Rights and Privacy Act of 1974). Each request must contain the student's social security number, program enrolled (on-campus, or CDL), number of transcripts required and the complete mailing address to which each transcript is to be sent. The College will not provide a transcript of

transfer credit until successful completion of course work at Saint Leo College.

Transcripts should not be requested until the grade slip for the preceding term has been received. Bachelor's degrees are conferred on September 1, January 1 and at the completion of the main campus Spring Semester (normally late April). (MEP only: Associate degrees are conferred monthly; bachelor degrees are also conferred June 1 and November 1.) Transcript requests may be delayed until degree conferral has been completed. There is a $3 fee for each transcript requested.

Students requesting transcripts must be financially cleared at the time the request is received by the Registrar for processing. If a student is clearing a financial obligation at the time of the request, clearance to release the transcript could take up to ten working days.

Saint Leo College will not release transcripts unless all obligations to the College have been paid. If a student is financially cleared at the time the request is received, processing will be complete within two working days. All transcript requests should be ordered directly from the Registrar, Post Office Box 2278, Saint Leo, Florida 33574.

Academic Sanctions Policy

In order to continue in good standing, a student must maintain a minimum grade point average of 2.0 The system of academic warning and probation is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of students who are placed on academic warning or probation. Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, attend a mandatory study hall, or change their program of study. The Academic Standards committee sets these regulations and conditions.

Academic Warning

Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning.

In addition, on-campus students who fail two or more courses or the equivalent of 50 percent of their course work for that semester or who are not making satisfactory progress will be placed on academic warning.

Academic Probation

Freshmen who earn below a 1.70 semester grade point average or who receive failing grades in more than one course at the completion of the first semester will be placed on academic probation. All other students with a cumulative grade point average below 2.00 will be placed on academic probation.

Students who are on academic or disciplinary probation cannot hold or run for an office, participate in selected activities, play intercollegiate sports, pledge a Greek organization or be a candidate for any kind of honor including participation in the graduation ceremony. More detailed information concerning disciplinary probation may be found in the *Student Handbook.*

To maintain eligibility to participate in intercollegiate sports and other selected activities, students must remain free from academic or disciplinary probation and must earn an average of 12 credits for each semester they are enrolled.

Members of varsity sports programs and students receiving financial aid must inform themselves of special eligibility requirements of these programs.

Academic Suspension

Students placed in the appropriate developmental course(s) are required to complete the assigned course(s) satisfactorily within their first two semesters at the College. Those who do not complete the assigned course(s) with a passing grade within two semesters will be subject to suspension.

Students whose cumulative grade point averages are deficient for their academic

levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The cumulative grade point averages (GPA) required to ensure that a student is academically eligible to remain in college are as follows:

Semester Hours Attempted	Student Classification	Cumulative GPA
Fewer than 24 Attempted Hours at Saint Leo	Freshman	1.50
	(0 - 30 Earned Hours) Sophomore to Senior ...	2.00
	(More than 30 Earned Hrs)	
24 to 37 Attempted Hours at Saint Leo	Freshman	1.75
	(0 - 30 Earned Hours) Sophomore to Senior...	2.00
	(More than 30 Earned Hrs)	
38 or more Attempted Hours at Saint Leo	Sophomore to Senior...	2.00
	(More than 30 Earned Hrs)	

Appeals. Students have the right to appeal academic suspensions. If students wish to appeal for immediate reinstatement, they must do so within one week of the official notification by the Academic Standards Committee. A successful appeal lifts suspension but academic probation remains.

For on-campus students appeals from academic suspensions must be made in writing to the Registrar. Students who are registered in the Center for Continuing Education or Military Education Program appeal through their program coordinator or director.

Reinstatement. Students suspended from Saint Leo College for poor academic performance may apply for readmission after completing at least 12 semester hours of acceptable work at another regionally accredited college, or after two semesters if they do not pursue studies elsewhere. Fulfilling these conditions does not guarantee reinstatement and a student who is reinstated remains on academic probation.

The petition for reinstatement must be submitted to the Registrar at least one month before the intended date of reentry to the College. Students who are registered in the Center for Distance Learning petition through their program director. The petition must include students' personal assessments regarding the factors that led to their suspension and what they would do positively to alter their academic status. In addition to a personal statement, students are expected to obtain recommendations from their advisor and at least one faculty member or their department chair.

Suspended students seeking reinstatement after the required suspension period must include in their petition evidence of accomplishment, which may consist of an official transcript of academic work completed since their suspension.

The Academic Standards Committee determines whether to deny or grant a request for reinstatement and determines the conditions of reinstatement. In the case of students in the Center for Distance Learning, the Associate Vice President of their program serves in place of the Academic Standards Committee.

Veterans Benefits and Academic Progress. Veterans and other eligible persons will be allowed two semesters of Campus or Center for Continuing Education (CCE) enrollment, or four terms of Military Education Program (MEP) enrollment to raise their GPA to 2.00 or higher. (Two terms in the MEP equal one Campus/CCE semester). Failure to attain the minimum GPA by the end of the second Campus/CCE semester or the fourth MEP term of probationary status will result in the termination of VA benefits. Students who lose VA eligibility due to failure to maintain standards of progress may regain academic eligibility by completing the College's reinstatement procedures. In addition to the College's reinstatement requirements, students who have been suspended must fulfill all VA requirements to gain reinstatement of benefits.

Academic Dismissal

A second academic suspension normally constitutes academic dismissal.

Degree Requirements

Note: Students come under the academic requirements of the Catalog in effect at the time of matriculation. Normally, these requirements must be completed with five years from the date of first attendance.

To earn the associate degree the student must meet the following requirements:

1. Complete a minimum of 60 academic credits.
2. Complete two general physical education courses.
3. Complete Basic Studies I.
4. Attain a minimum cumulative grade point average of 2.00.
5. Complete such comprehensive examinations as may be required by the College.
6. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
7. Fulfill the residence requirement (minimum 15 semester hours).
8. Satisfy all financial obligations.
9. Apply for graduation in the Records Office.

To earn the bachelor's degree the student must meet the following requirements:

1. Complete a minimum of 120 academic credits.
2. Complete the general physical education requirements.
3. Complete the Basic Studies Program.
4. Complete a minimum of 39 hours of course work at the 300-400 level.
5. Attain a minimum cumulative grade point average of 2.00.
6. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
7. Complete all the requirements of the student's academic division and major.
8. Attain a minimum cumulative grade point average of 2.00 in the major.
9. Complete such comprehensive examinations as may be required by the College.
10. Fulfill the residence requirement (minimum 30 semester hours).
11. Satisfy all financial obligations.
12. Apply for graduation in the Records Office.

Residence Requirements

Four academic years or eight semesters are normally needed to earn the bachelor's degree. Two academic years or four semesters are normally needed to earn the liberal arts associate degree.

To satisfy residence requirements for the bachelor's degree, students must complete a minimum of 30 credits at Saint Leo College. They must also be in attendance during the last two semesters. To satisfy residence requirements for the associate's degree, students must complete a minimum of 15 credits at Saint Leo College.

Students with a bachelor's degree awarded from another accredited institution must complete residence requirements and all other degree requirements. If a student has been awarded a bachelor of arts degree from Saint Leo College and wishes to pursue a second degree, then the second degree being pursued would be a bachelor of science degree. Conversely, if a bachelor of science degree had been awarded then a bachelor of arts degree would be pursued. In each instance, a minimum of an additional 30 semester hours must be completed with the College in order to satisfy residency and major or specialization requirements.

Students who have satisfied the residence requirements and have completed all but nine credits of their degree credits may request permission to take these final credits elsewhere. In order to do so, they must petition in writing through their division dean for special consideration. Petitions require the endorsement of a student's divisional dean and approval of the Vice President for Academic Affairs.

Residence requirements for off-campus students enrolled in the external programs may be found in the catalog under Military Education Program and Center for Continuing Education.

Application for Graduation

Students must make formal application for graduation in the Records Office. A $70 fee is required for graduation, even if the student chooses not to participate in the commencement exercises. In order to provide time for a thorough research of the applicant's record, the application must be submitted by the end of the first semester of the final year in which the student expects to graduate. External degree students make formal application through the Center for Distance Learning.

The College has one formal graduation with academic regalia each year at the completion of the Spring Semester. Students who have met all the requirements of Saint Leo College for receipt of the bachelor's degree and have met all financial responsibilities may participate in commencement ceremonies. Degrees are conferred on two other dates: September 1 and January 1. All incomplete work (I) must be made up prior to conferral date.

Graduation with Honors

Students who have earned at least 45 credits at Saint Leo College and have the specified cumulative grade point averages will receive the following honors:

Summa cum laude	3.90 and above
Magna cum laude	3.75 and above
Cum laude	3.50 and above

Honors calculation for Spring Semester candidates for graduation will be based on the cumulative grade point average earned at the end of the previous semester.

Awards

The Dean's List

At the end of each semester those full-time students who have earned a semester grade point average of 3.50 or higher are recognized by placement on the Dean's List.

The following awards are given to members of the graduating class:

The **Clara McDonald Olson Scholarship Award** to the graduating student earning the highest scholastic average. Students receiving this award must have received all of their credits from Saint Leo College. Graduating students who have earned part of their degree credits from other institutions and who have achieved a 4.00 cumulative grade point average while attending Saint Leo College for at least their last three years are eligible for special recognition.

The **John I. Leonard General Excellence Award** to the member of the graduating class who best embodies the qualities of character, scholarship, service, leadership and general excellence for which Saint Leo College stands.

The **Abbot Marion Bowman Activities** Award to the member of the graduating class whose participation and leadership in extracurricular activities have been of the highest order.

The **Thomas B. Southard Leadership Award Sabre** to the Army ROTC graduate who best demonstrates leadership achievement in both Advanced Camp at Fort Bragg, North Carolina and on-campus ROTC classes and labs at Saint Leo College. The military sabre is donated by the Alumni Relations Office and the Department of Military Science.

Campus Ministry

As a Catholic center for higher education, Saint Leo College has as one of its primary objectives the spiritual growth of every member of the campus community. While providing a context for growth in the Catholic tradition, the College at the same time respects the informed conscience of every individual and welcomes members of other religious traditions to share in its life style. The College encourages ecumenical endeavors and supports with fellowship and special services the members of other denominations according to the intentions of the Second Vatican Council.

Basic to the religiously oriented college is a hierarchy of values arrived at not only from the "way things are" but also from the "way things ought to be" when viewed from the perspective of faith. From this point of views, the ministerial programs of the College blend understanding with practice-understanding in knowing Judeo-Christian values, and practice in living these values. In particular, students are required to take four courses from the religious studies and philosophy curriculum and are strongly encouraged to participate fully in the religious program and fellowship of the College as part of their growth experience.

Sunday Eucharist is scheduled in several places for the convenience of the College community and special Masses are celebrated during the week for various intentions. The Campus Ministry Eucharistic Liturgy is held, during the school year, on Sunday evening in the Priory Chapel at 7 p.m. where students are involved in every possible aspect of ministry. Members of other church groups are encouraged to attend services designed and planned to meet their needs and to become involved in their local church activities when held on campus and in nearby communities.

Efforts are also made through the Office of Campus Ministry to direct attention to the needs of the less fortunate through contact with the social agencies serving the local community.

Everyone is invited to become acquainted with the services offered through the Office of Campus Ministry and share community and worship with this group. Informal conversations and group discussions sponsored by Campus Ministry are another means of keeping in touch with trends in the Church, campus life style, value decisions and other areas related to an integrated religious life.

Campus Student Life and Activities

Through the diversified programs of the Student Affairs Department, the College approaches student life as a means of fulfilling each student's need to be considered and treated as a person of worth, a valued and contributing member of the community. This need for worth and responsibility can be realized through involvement in the various service programs, the religious program, the political and club programs, and the social and athletic programs.

At the heart of the educational process should be the discovery and the development of worthwhile values by which all persons can live full lives. The study and pursuit of these values is not a one-time effort, nor should it be thought of in isolation. As the world contracts and the borders of ideologies displace the borders of nations, Saint Leo College recognizes that our own pattern of democratic life is in jeopardy unless academic excellence is enriched by integrity and the perceptive concern that arises through the practice of working with others.

Specific student life policies are printed in the *Student Handbook*, which is made available at the beginning of each academic year. Student responsibilities include that of self-discipline. Enforcement of behavioral standards is the responsibility of all members of the College community under the leadership and direction of the Student Affairs staff, the Campus Judicial Board and the Residence Hall Judicial Board.

Student Involvement

As active members of the College community, students are encouraged, individually and collectively, to express their views of institutional policy and on matters of general interest to the student body. Students can participate in the formulation and application of institutional policy affecting both academic and student affairs through standing student - faculty committees, Student Government Association and numerous ad hoc committees and organizations. Students concerned with a particular issue should contact the department director, division chair or respective vice president.

Campus Life Services

Located on the first floor of Saint Edward Hall are the offices of Student Affairs. The purpose of Student Affairs is to provide students with a holistic approach to their health, spiritual, psychological and career needs. All students are encouraged to become acquainted with Student Affairs, which includes Counseling and Career Development, Campus Ministry and Health Services and the Student Activities Office. In recognition of the unique needs of students who come to the campus from other countries, the services of an International Student Advisor are also available.

Career Center

The Career Center is available with materials, including a computer-assisted career guidance program, for students to use in researching careers. Clinics in resume writing and job-hunting skills are presented. Graduating seniors can set up a Professional Reference File with letters of recommendation to be used in securing employment. Information on summer jobs, internships, and career opportunities is kept current for student use.

A Career Day in the fall is available to meet the placement needs of graduating students. Career Day Connection, a career development workshop, is also offered to prepare students for Career Day.

Since choosing an academic major is extremely important, assistance in guiding students in the selection of a major is provided. A variety of materials and interest inventories is available to help students choose a major and career that is compatible with their interests, values, and abilities. Guidance is available to those students interested in attending graduate and professional schools.

Counseling Center

Both individual and group experiences are provided to help the student cope with the demands of college and adult life. Counseling is provided in a confidential setting where students can discuss their individual problems and needs.

Student Health Services

Saint Leo College has always been vitally concerned with the promotion of good health for its students. To assure the highest quality of health care, the school has implemented a mandatory Accident and Sickness Insurance Plan. This plan is designed to help relieve parents and students of the financial strain which normally accompanies unanticipated expenses arising from accidents and sickness. A nominal per semester charge will be billed for the insurance each semester. This insurance will cover the student for one year. Many private and state schools are implementing mandatory health insurance to assure that students are cared for at local health care facilities.

All registered students in the on-campus program, taking 12 or more credit hours at Saint Leo College, are eligible and must be enrolled in the plan on a mandatory basis in order to complete registration.

Saint Leo College is not responsible for payment of any medical bills incurred for treatment of accident or sickness.

Campus Clubs and Organizations

Through the Office of Student Activities, located in St. Edwards Hall, students at Saint Leo College have the opportunity to integrate educational information and practical experience outside the classroom. Campus activities serve to fulfill the variety of needs and interests of the students. Over 40 different organizations are active in creating an environment where students can express themselves, cultivate their special interests, and form close friendships. The Office of Student Activities serves as the hub of all campus activity, helping each club to design, build and maintain its own educational and organizational environment. Leadership development and skill-building seminars are offered throughout the school year.

The Student Government Association is open to all students at Saint Leo College. Students are encouraged to become actively involved in SGA and to exercise their ability to help shape decisions affecting campus life.

The College Union Board sponsors and coordinates various entertainment activities on campus. It puts together a semester calendar of programs that ranges from comedian performances, films and coffeehouses in The Cage to prominent guest speakers who attract audiences from surrounding communities. Membership in CUB is open to all students on campus.

Student publications on campus include *The Magazine,* a journal of English language, literature and style; *The Golden Legend,* the College yearbook; and The *Monarch,* the student newspaper. Each provides the opportunity for writing, editing, and publications layout and design.

A variety of Greek organizations on campus seek to further the goals of brotherhood and sisterhood through national fraternities and sororities. A list of these Greek organizations, as well as a comprehensive list of all special interest, service, social and academic organizations active on campus, can be found in the *Student Handbook.*

Department of Residential Life

As a student at Saint Leo College, you have a unique opportunity for personal growth. Residential living offers you all kinds of new freedoms, as well as presenting you with many new responsibilities. You are not just going to college; you are moving away from home and establishing yourself in a new community. And we do encourage the concept of community - the notion that you are a responsible citizen on your floor or wing, that you will respect your neighbors' rights and that they will respect yours, with the understanding that certain limits must be enforced for everyone's welfare. Within

this context of individual right and community responsibilities, we encourage individual choice of personal life-style and behavior.

Some students, parents and even members of the academic community still call them "dorms", but the Residential Life staff feels that the word makes our halls sound like they are just a place to sleep. The residence halls are more than just a place to study and sleep; they describe a program which brings activities designed to challenge your total development right to your door. It is a place where ideas are exchanged, thoughts are shared, and activities occur - a place where learning and fun can happen on a daily basis. You may never have a better chance to meet so many people from a variety of backgrounds or to become an active, productive member of such a diversified residential community. Your membership in the residential community, the people you meet, the friends you make, your contacts with our staff, and your participation in the variety of activities and programs available could represent one of the most significant experiences of your education, and of your life.

Most of the residence hall rooms on campus are designed for double occupancy. A limited number of single rooms are available to upper class students; priority is determined for these preferred spaces based on the number of semester hours completed, and the cumulative grade point average. A large majority of the Freshmen live in the West Side Residence Halls. Special attention is given to the selection of compatible roommates, based on information that students provide in their housing materials. Although every effort is made to honor the building, floor or wing, and roommate preferences of each student, the college does reserve the right to make final room assignments.

Because the College maintains that the residential experience is an integral part of a student's total education and development, all full-time students are required to live in the residence halls, with the exception of those living with parent(s) or legal guardian(s). Exemptions to the residency policy are possible for married students, veterans, seniors with over 90 credit hours completed, and those for whom the residency requirement presents a financial hardship or other difficulty. Students who are requesting an exemption from the residency policy or a release from their housing contract should do so in writing to the Director of Residential Life by August 1 (for the Fall semester) or by December 1 (for the Spring semester).

The professional and administrative staff in the Department of Residential Life includes a Secretary, two Area Coordinators for Residential Life, and a Director of Residential Life. In addition, a student team of Head Residents and Resident Assistants also assist the resident students in a myriad of ways. An excellent resource, the entire staff team is available to help residents locate needed services outside the Residential Life area. Members of the Residential Life staff team act as advisors to individuals and groups of students, program a wide variety of events and activities to suit a broad range of student interests, provide assistance in emergency situations, and work to unite the community of students in each residence hall. If you have any questions or problems, these are the people to ask for assistance.

All of the residence halls are air conditioned, and are heated during the cooler months. Laundry facilities are located on each side of campus. In addition to being wired for local telephone and cable television service, each student room is furnished with twin or single beads, dressers, desks, chairs, closets, curtains, and a trash can. Students should plan to supply their own bed linen, towels, alarm clock, desk lamp, telephone, and any other item(s) necessary to personalize their own living space in accordance with residence hall guidelines and in conversation or cooperation with their respective roommates.

The College does provide food service on campus during the regular academic year, and resident students are required to select one of the available meal plan options. Meal plan exemption requests are considered on a case-by-case basis, and must be submitted to the Office of the Vice President for

Student Affairs in writing. Additional food services are provided by the Snack Shack, located on the lower level of the McDonald Student Center.

With the exception of fish in aquariums, pets are not permitted in the residence halls at any time. College regulations also prohibit waterbeds, and the possession or use of firearms, explosives, or illicit drugs of any kind in the residence halls.

More detailed information concerning residence hall policies, services and programming can be found in the Student Handbook, or may be obtained from the Director of Residential Life.

Disciplinary Standards and Codes

Individual growth in the areas of autonomy, interpersonal relationships, life purpose, physical self-reliance and spiritual maturity are important aspects of the collegiate experience. Persons on the campus are expected to express themselves through conduct which does not deny other individuals the freedom to express their own individuality socially, emotionally, intellectually and spiritually.

Please consult the Student Handbook for detailed information concerning the Judicial System and Disciplinary Actions. Students are met on a level of mutual regard and trust. Students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College.

Motor Vehicles on Campus

All students are eligible to register and use motor vehicles as long as they comply with the College traffic regulations. Vehicles must be registered with the Safety and Security Department. There is a registration and parking fee payable to the College at the time of registration. A current valid operator's license, a current copy of vehicle registration and proof of insurance are prerequisites for vehicle registration.

Alumni Association

The Alumni Association was established in 1967 by the charter senior class of Saint Leo College. All graduates of Saint Leo College and recipients of honorary degrees are members of the association. In addition, former students who completed one year or more and whose entering class has graduated are eligible for membership.

The Alumni Association sponsors regional events in major cities across the country to afford the opportunity for alumni to keep the spirit of Saint Leo alive. Alumni involvement in our programs is imperative and we welcome alumni participation.

Alumni and their families are invited to the campus every year to the Fall Festival Weekend and the Alumni All-Sports Weekend. Also, special class reunions are scheduled to coincide with this latter weekend.

The Office of Alumni/Parent Relations, located in Saint Leo Hall, maintains the names and addresses of all alumni. This office serves as the vital link between Saint Leo College and the alumni of the College. To update your alumni records please call (904) 588-8250 or send information to Alumni/Parent Relations, Saint Leo College, P.O. Box 2227, Saint Leo, FL 33574.

Financial Information

College Expenses

	Resident		Day Student	
	One Semester	Two Semesters	One Semester	Two Semesters
Tuition	$4,125	8,250	4,125	8,250
Usual Room Charge	945	1890	0	0
One-Time Security Deposit	100	100	0	0
One-Time Enrollment Fee	200	200	200	200
Facility and Support Fee	0	0	50	100
Student Health Fee	130	260	130	260
Student Gov't Assessment	65	130	65	130
	$5,565	$10,830	$4,570	$8,940

Semester Meal Plan

The College provides a boarding program for all resident students. All resident students are required to be on one of the following meal plans:

		Semester
PLAN I.	Seven days/19 meals	$1,000
PLAN II.	Seven days/14 meals-breakfast or lunch or dinner	$965
PLAN III.	Seven days/10 meals-breakfast or lunch or dinner	$930

Schedule of Payments

New students are to pay a $100 non-refundable tuition deposit in accordance with payment dates announced by the Admissions Office. Returning students are to pay a $100 non-refundable tuition deposit on or before June 15 for the Fall Semester and on or before November 15 for the Spring Semester in order to have their preregistration processed. Resident students are required to pay a non-refundable room reservation fee of $150 to reserve a residence hall space. This fee will be applied to the total room charge in September.

Resident students are also required to pay a one-time residence hall security deposit of $100. This deposit will remain on file until the student permanently leaves College owned or operated residence halls. Any outstanding debts to the College will be deducted prior to refund.

	Date	Resident Student	Day Student
Fall Semester			
First Payment	July 15	$1,000	$1,000
Balance Payment	One week before registration	As Billed	As Billed
Spring Semester			
First Payment	December 1	$1,000	$1,000
Balance Payment	One week before registration	As Billed	As Billed

Linen

Resident students are responsible for supplying their own linen.

Laundry

Coin Machines are available on and off campus.

Tuition Rates

The charge for a credit hour course is $125 through eleven credit hours. Thereafter, the following applies:

Credits	Charge
12-16	$4,125
17 and above	$275 per credit hours

Summer Session Tuition Rates

During the May Session students may take up to seven semester hours of credit for $125 per credit hour. Room charges and meal rates will be announced

Instructional Fees:

CLAST Remediation $50
Directed Study Fee $25
Internships $35
Per semester: student teaching, restaurant and hotel management
Laboratory Fees $25
Per semester: all computer labs, all science labs
Physical Education Fees $25
Per semester: CPR, emergency care, first aid, lifesaving, sailing, water skiing, water safety instruction
Private Instruction $110
Per semester: karate, music
Special Instruction ..... Per tuition rate schedule
Per semester: hour audit, credit by exam, overload *(each credit in excess of 16)*

Other Fees

Application Fee $30
International Student Application Fee $55
Developmental Program Fee $100
Graduation Fee (Regardless of Participation)
B.A., B.S., B.S.W. $70
A.A. $25
I.D. or Food Card Replacement $10
Registration/Transcripts/Withdrawal
Late Registration or Payment $25
Transcripts (After First One) $3
Withdrawal (Each Course) $10
Residence Hall Fees
Usual Room Charge $945
Additional Fee - Private Room or Suite ..... $155 - $455
Security Deposit $100
(One-time charge to be returned after final room check if no damage has occurred)
Tuition Deposit $100
(Per Semester)
Student Health Fee $130
(Per Semester)

Refunds

In case of withdrawal from the College it is the responsibility of the student to make formal application through the Student Affairs Office before any refunds will be made. Refunds are calculated on the basis of the amount payable, not on the amount actually paid. Any student required to leave from the College for academic or disciplinary reasons will receive no refunds.

Refunds are made on the following schedules after deduction for non-refundable amounts:

Tuition

Within seven days from the first day of registration ..... 80 percent
Within 14 days from the first day of registration ..... 60 percent
Within 21 days from the first day of registration ..... 40 percent
After 21 days ..... No Refund

Room Charge

Within seven days from the first day of registration ..... 80 percent
Within 30 days from the first day of registration ..... 60 percent
Within 60 days from the first day of registration ..... 25 percent
After 60 days ..... No Refund

Finance and Accounting Office Policies

1. The advance payment for each semester is non-refundable unless the student becomes academically ineligible. Laboratory and special fees are non-refundable.
2. All regular charges are payable on or before the stated date for each term.
3. Students eligible for VA educational benefits may, under special circumstances, arrange for a deferment of tuition payments. Such deferment may be granted for one term at a time. It is the responsibility of the student to fulfill financial obligations to the College. Failure to do so may result in the student not being allowed to register in a subsequent term. Further information may be obtained from the Financial Aid Office on the main campus or from the College VA certifying officials at the extension centers.
4. Grants and loans administered by the College are credited to the student's account at the rate of one-half the amount of the award each semester. A student receiving an award from outside sources must present written evidence of the amount of the award and the manner in which it is to be paid if credit is to be allowed against semester charges.
5. Students on the Work-Study Program are paid semi-monthly by check for hours worked. A portion of a paycheck may be applied toward their fees.
6. In order to register, a student must make sure that all charges from a previous semester have been paid.

Questions Concerning Charges and Payments

All questions relating to charges and payments should be directed to the Office of Finance and Accounting.

Saint Leo College
Office of Finance and Accounting
P.O. Box 2097
Saint Leo, FL 33574
Telephone: (904) 588-8486

Financial Responsibility

No transcripts, grades, certificates of attendance, or any other official documents will be released if a student has financial indebtedness of any kind to Saint Leo College.

Personal Property

The College is not responsible for loss or for damage to the personal property of students. Ordinarily the insurance carried by a parent automatically provides or can be extended for this purpose. Students are encouraged to examine their current policy or to secure personal property/rental insurance. Students are also encouraged to establish bank accounts at a local bank so they do not have large amounts of cash in their rooms.

Family Tuition Reduction

Families with more than one child attending Saint Leo College simultaneously as full-time students benefit from the following tuition schedule:

Two children
$100 reduction per semester per child

Three children
$200 reduction per semester per child

Four children
$300 reduction per semester per child.

Student Financial Assistance

Financial Aid for Students Attending Main Campus

Students enrolled at Military Bases through the Military Education Program (MEP) or in Weekend College or Evening courses through the Center for Continuing Education (CCE) should refer to appropriate MEP and CCE section of this catalog.

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, marital status or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States. Some College-funded scholarships are available for non-United States nationals.

Financial aid is allocated on the basis of need, good moral character and academic promise. Financial need is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who shows need at one college may not show need at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices. Students who do not demonstrate a need may avail themselves of a deferred payment plan. Students involved in disciplinary measures or whose grade point average falls below a 2.00 jeopardize their eligibility for financial aid.

Since financial conditions and requirements vary from year to year, a new application must be submitted for each academic year.

Financial aid awards are not transferable.

Application Process

Students should apply for aid as early as possible, preferably at the time they apply for admission. Although aid is awarded all year long on the basis of available funds, priority is given to students who have been accepted for admission and whose applications are complete by April 1 for Fall Semester or October 1 for Spring Semester. The Financial Aid Form should be filed as early as possible after January 1 for the Fall Semester. To obtain the Saint Leo College application forms and information please contact:

Saint Leo College
Office of Financial Aid and Veterans Affairs
P.O. Box 2228
Saint Leo, Florida 33574

Federal and State Financial Aid Directly Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

State Grants. Many states have grants which can be used at colleges out of state. Since criteria of eligibility, application procedures, and deadlines vary, it is suggested that applicants contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Guaranteed Student Loan.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to

receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a loan a student must file the Financial Aid Form to show need and establish eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Supplemental Loans for Students (SLS) are available to self-supporting students. Applicants must file the Financial Aid Form.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient NEED for the Stafford Loan. Contact your lending institution and forward your completed loan application for processing preferably three months prior to entrance.

Deferred Payment Plan

The College cooperates with insurance and tuition-plan companies to make monthly installment payments possible. All arrangements and contracts are made directly with the financing company.

Academic Management Services, Inc. (AMS)

AMS offers a plan enabling students to budget all or part of the annual fees over a ten-month period at no interest. There is an initial fee and a small fee for life benefit coverage. To apply, write directly to Academic Management Services, Inc., 50 Vision Boulevard, P.O. Box 14608, East Providence, RI 02914-0608. Phone 1-800-635-0120.

Local Scholarships

Kiwanis Club of Dade City Joe Collura Scholarship. One scholarship is awarded annually to a Pasco Comprehensive High School graduate who exemplifies the ideals of a Kiwanian as to service and character. Saint Leo College matches the scholarship in an equal amount. Apply to the President of the Kiwanis Club, Dade City, Florida 33525.

Holy Name Priory Scholarships. The Benedictine Sisters of the Holy Name Priory of Saint Leo, Florida, offer several room and board scholarships each year to female members of the junior or senior class who have volunteered services to the College or the community. The Mother Rose Marie Easly, O.S.B., Scholarship in the amount of $750 is awarded annually to a female resident of East Pasco County.

For information regarding these scholarships write directly to: Scholarship Committee, The Benedictine Sisters, P. O. Drawer H, Saint Leo, Florida 33574, by March 15 preceding each Fall Semester.

Warder/RAGE Scholarship. This scholarship is reserved for students who have been residents of the area east of U.S. Highway 41 in Pasco County for the last three years. Applicants must be less than 25 years old. Apply to the Financial Aid Office.

Hazel Whitman Scholarship. The Women's Association of Saint Leo College awards this annual scholarship to a Pasco, Hernando, Hillsborough, Polk or Sumter County resident. Apply to the Financial Aid Office.

Sister Mary Grace Riddles, O.S.B. Scholarship. Income from this fund is awarded to a Saint Leo College student with a minimum GPA of 3.0 who demonstrates financial need and shows qualities of leadership, loyalty, and service to Saint Leo College. Obtain applications from the Director of Financial Aid, Saint Leo College.

Financial Aid Available Through The College

Aid for which application is made to the Financial Aid Office.

Florida Tuition Voucher. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need.

Campus Based Federal Programs. Students must be United States citizens or permanent residents of the United States and demonstrate financial need, good moral character and academic promise to qualify.

1. Supplemental Educational Opportunity Grant (SEOG). These funds are allocated as part of a financial aid package to students with exceptional need.
2. College Work Study Program (CWSP). Under this program and under the Institutional Employment Program, students who demonstrate a need may be placed in various positions on campus.
3. PERKINS Loan Program (formerly NDSL). Under this program students who demonstrate an exceptional need may obtain a loan.

College Scholarships

To be eligible for a College scholarship a student should be enrolled full time on the main campus. The bases on which selection is made are financial need, character, academic record and the specific criteria of the special awards. Priority is given to students who apply by March 1 of each year. Due to the limited number of scholarships, it is unlikely that the Scholarship Committee will award more than one scholarship to any one student. Academic scholarships are awarded to students with a minimum GPA of 3.00.

1. **Benefactors Scholarships.** Income from the following funds makes it possible to assist deserving students with the greatest unmet financial need. Funds are in the names of: Saint Leo Abbey, Saint Charles Borromeo, J.M. Boucher, Bertha Brown, Charles K. Campbell, David Cannon, Mary Ann Cass, Clerf Family, Mary Kay Coppedge, Patrick and Margaret McCabe, Rev. John F. O'Boyle, Mary Ann Riley, Right Rev. Msgr. George T. Rockett, Robin Stockberger.
2. **College grant for Community College Transfers.** Income from this fund will be awarded to transfer students with a 3.0 or above.
3. **Herman and Marie Fontaine Scholarship** (Founders, Discount Auto Parts). Income from this fund will be awarded to a qualified and deserving student.
4. **Gilmar and Margil Scholarship Fund.** Income from this fund will be granted to a student with the greatest determined need and with the highest academic standing and who is preferably a student of Spanish background.
5. **John Peter Heatherton Family Scholarship Fund.** Income from this fund is to be used for educational scholarships.
6. **Charles F. Henderson III Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College and who demonstrate unmet financial need.
7. **Pasco-Hernando Community College Scholarship.** Income from this Saint Leo College fund will be awarded to transfer students who have earned an A.A. degree and a minimum cumulative GPA. of 3.0.
8. **Presidential Scholarships** are awarded to incoming students with a minimum SAT score of 1000 or a minimum ACT score of 22 and a 3.00 high school grade point average or a minimum college GPA of 3.25.
9. **Dade City Rotary Club Scholarship Fund.** Income from this fund will be awarded to graduates of Pasco Comprehensive High School and Pasco Hernando Community College, preferably the east campus. Recipients must demonstrate financial need.
10. **William G. Selby and Marie Selby Scholars Program.** Applicants must be bona fide residents of Florida, preferably from Manatee or Sarasota county.

11. **The Thomas B. Southard Scholarship Fund.** Income from this fund will be awarded to needy students showing an ambition and desire to learn.
12. **Tri-County Scholarships** of up to $300 yearly are awarded to residents of Pasco County, Hernando County, or Citrus County on the basis of unmet need.
13. **Trustees Scholarships** are awarded to incoming students with a minimum SAT score of 1050 or a minimum ACT score of 25 and a 3.5 high school grade point average or a minimum college GPA of 3.50.
14. **Dennis E. Vacenovsky Scholarship Fund.** Income from this fund will be used to assist students who show qualities of leadership, loyalty and service to Saint Leo College, and who demonstrate unmet financial need.

Scholarships for which application is made directly to the departments or divisions:

1. **Athletic Scholarships** are awarded to outstanding athletes who participate in intercollegiate programs. Apply directly to the Director of Athletics, P.O. Box 2038, Saint Leo, Florida 33574.
2. **Lydia Briggs Scholarship.** Available to female applicants to Saint Leo College who will compete at the intercollegiate level in tennis. Apply to athletic director or women's tennis coach, P.O. Box 2038, Saint Leo, Florida 33574.
3. **Renee Cueto Scholarship Fund.** Income from this fund will be used to assist the most deserving theatre majors. Apply to the Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
4. **Marion Elizabeth Flagg Scholarship Fund.** Income from this fund will be used to assist deserving students in music. Apply to the Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
5. **Edward L. Flemming Memorial Scholarship Fund.** Income from this fund will be used to assist deserving students in psychology. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
6. **Fourth Year Tuition Grant for Honor's Program Students.** Awarded to Seniors who have 1) joined the Honor's Program for their first semester on campus. 2) been in the Honor's Program for three years. 3) been in good standing in the program. 4) has had a 3.5 cumulative GPA. at the end of each semester. Apply to the moderator for the Honor's Program.
7. **Genevieve A. Horgan Scholarship Fund.** Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
8. **William S. Horgan Scholarship Fund.** Income from this fund will be used to assist deserving students in history. Available to juniors and seniors with financial need. Apply to Chair, Department of Social Science, P.O. Box 2247, Saint Leo, Florida 33574.
9. **Humanities Scholarships.** These scholarships in various amounts, are awarded to students who demonstrate outstanding academic performance and financial need. Apply to the Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
10. **Intercommunity Forum Scholarship Fund.** The College, Saint Leo Abbey and Holy Name Priory annually offer two scholarships to students majoring in religious studies. One scholarship provides $500 ($250 per semester) toward tuition and a room (double occupancy) at Saint Leo Abbey for a male student. The other scholarship provides $500 ($250 per semester) toward tuition and a room (double occupancy) at Holy Name Priory for a female student. Apply to the Dean,

Division of Liberal Arts and Sciences, P.O. 2127, Saint Leo, Florida 33574.

11. **The C. P. McCabe Memorial Scholarship Fund.** Income from this fund will be used to assist juniors and seniors in the Department of Educaiton who are from Pasco County, Florida, and who are of good character and in financial need. Apply to the Dean, Division of Education and Human Services, P.O. Box 2098, Saint Leo, Florida 33574.
12. **Father George Paulson Theology Institutute Endowment Fund.** Income from this fund will be used to provide scholarships to deserving students majoring in religious studies as well as to provide lectures and other activities which further religious and values education. Apply to Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
13. **Robert H. Peterson Scholarship Fund.** Income from this fund will be awarded to an outstanding student at the end of the sophomore year for application against tuition costs in the junior year. The student will be chosen by the faculty of the Department of Science and Mathematics based upon academic achievement and financial need. Apply to the Department Chair, Department of Mathematics and Natural Science.
14. **Religious Education/Religious Studies Scholarship Fund.** Income from this fund will be used to assist deserving students who are majors in religious studies. This fund is made possible by the generous support of the Saint Gerard Foundation and Mr. and Mrs. James C. David. Apply to Dean, Division of Liberal Arts and Sciences, P.O. Box 2127, Saint Leo, Florida 33574.
15. **Air Force ROTC Scholarships.** Air Force ROTC scholarships are available to qualifying students for two to four years. These scholarships pay all tuition, books, required fees, plus $1,000 per month tax free. All students in the final two years, regardless of scholarship status, receive the $100 tax-free subsistence allowance.
16. **Army ROTC Scholarships.** All ROTC students who will be under the age of 25 at college graduation are eligible to compete for scholarships for one to three years. ROTC scholarships pay full tuition, books, fees, travel expenses and $100 per month subsistence allowance. Scholarships are based solely upon merit. For additional information contact Saint Leo College, Coordinator of Military Science, P.O. Box 2128, Saint Leo, Florida 33574.
17. **The Raymond L. and Mary C. Spangler Scholarship Fund.** Income from this fund will be used to assist deserving students in science, mathematics, or humanities. Apply to the respective departmental chair.
18. **The Dr. Herbert F. Wolf Scholarship Fund.** Income from this fund, not available to freshmen, will be used to assist deserving students in science and mathematics. Apply to the Chair, Department of Natural Science and Mathematics, P.O. Box 2188, Saint Leo, Florida 33574.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

Definitions

New Hours exclude repeat courses.

Enrollment is based on tuition charges at registration.

Full time is 12 credit hours minimum each semester.

Academic year means two semesters on campus (Fall and Spring Semesters). For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid. Six semester hours is considered full time during the Summer Session.

In order to qualify for financial aid, all students who enroll full time (12 hours minimum) must earn a minimum of nine new hours any term and must earn a minimum of 24 new hours every academic year. Repeats are not included. Audit courses are not counted for enrollment purposes

Students enrolled for the first time in College must maintain a 1.75 cumulative GPA in their first year of college attendance, including attendance at another college. After the first two terms of full-term enrollment at any college, students must maintain a minimum of 2.00 cumulative GPA.

College Scholarship: Specific standards described on the scholarship contract must be met.

State Aid: Most states require that recipients earn at least 24 new hours each academic year and maintain a minimum cumulative GPA of 2.00.

Loans: Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 cumulative grade point average should be able to meet the standards of all agencies.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P. O. Box 2228, Saint Leo, Florida 33574 within two weeks of having received notification of cancellation.
2. Provided during the term for which awards were cancelled and prior to the end of that term, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed by obtaining an unofficial revised grade transcript from the Records Office and forwarding it to the Financial Aid Office with a request that aid be reinstated.

Summer Sessions

Students who do not meet the standards of progress by the end of the Spring Semester are encouraged to reinstate their eligibility for aid other than state aid for the following academic year by enrolling in the campus Summer Session or by taking courses at another college during the summer. Courses taken at other colleges must be approved by a division dean and registrar before a student enrolls.

It is the responsibility of the students who have permission to take summer courses for credit at another institution to submit a transcript of their summer grades to the Financial Aid Office together with a request for reinstatement of eligibility.

Financial Aid for Part-Time Students

Degree-seeking part-time students (minimum six semester hours) are eligible to apply for financial aid. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any term and maintain a cumulative grade point average of 2.00 minimum.

College Level Academic Skills Test (CLAST)

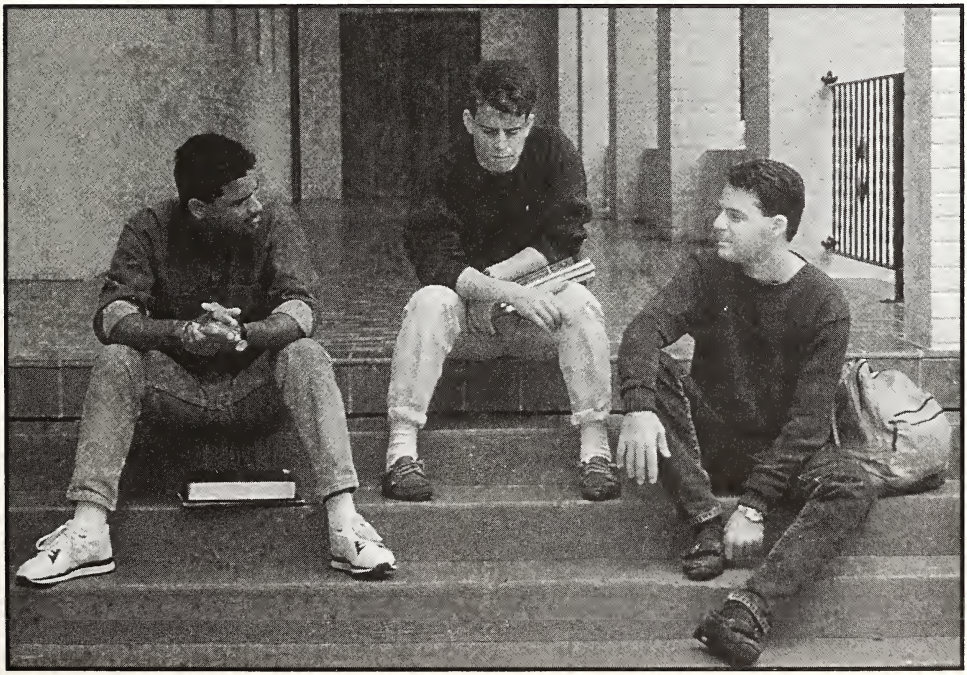
Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in the loss of aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in the loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the term for which State aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo College, Saint Leo, FL 33574-4012. Applications are also available from the College's Financial Aid Office.

Financial Aid Transcript Request for Transfer of Files

Requests for financial aid transcripts will be filled out free of charge.

Students who transfer between terms during the course of an academic year and request that a copy of their entire aid file (FAF, tax returns, verification documents) be mailed to another school will be charged a $5 processing fee.



Center for Distance Learning

Center for Continuing Education

Program Mission

The primary mission of the Center for Continuing Education (CCE) is to make the academic programs of the College accessible to the adult student and distant learner. In order to achieve this mission three categories of educational programs are offered:

Category A. College level course work including a degree completion program for adults unable to pursue their education in a traditional manner.

Category B. Non-credit educational programs yielding certificates or continuing education units. Examples of these non-credit activities are workshops, institutes and seminars tailored to individual group training needs.

Category C. Speakers programs and consulting services. Examples of Category C activity are events for the continuing education needs of clergy and religious leaders.

Category A: College Credit Courses and Degree Completion Programs

In order to accommodate the higher education needs of students who wish to take select courses as special students or who may wish to actually pursue a four year bachelor's degree, the College has developed a variety of ways in which the non-traditional student can take courses.

Weekend College

This is a time-intensive scheduling of regular credit courses offered on Saturdays and Sundays. Classes meet every other weekend and out-of-class assignments are an integral part of Weekend College.

There are three terms a year: fall, spring and summer. Classes meet in three and one-half hour sessions. It is possible for some students to take up to 12 semester hours in Weekend College by attending classes on both Saturdays and Sundays.

Weekend College is the only degree completion program available through the Center for Continuing Education. Degrees are available in the following areas:

1. Associate of Arts.
2. Bachelor of Arts in business administration, education, psychology, criminology and religious studies.
3. Bachelor of Science in health care administration.

Although Weekend College is the only degree completion program, students can take many of the required courses through a network of off-campus satellite classrooms located throughout Florida. This network of off-campus classrooms is called Evening College.

Evening College

As the name implies, Evening College typically offers college level courses scheduled to meet in the evening, usually after five. Many students use Evening College to begin their degree programs. A unique feature of Evening College is its ability to offer courses and term dates which accommodate the time constraint problems faced by most working adults. Evening College is both a popular and effective way for nurses, police officers and others to take required courses at locations near their work.

Weekend Conferences

A Weekend Conference is conducted like many professional conferences adults might attend. As such the Weekend Conference meets for eight hours a day. Typically, the Conference convenes four Saturdays with

breaks of two or more weeks between meetings. Preconference and out-of-class assignments are part of the Weekend Conference format.

Weekend Conferences are conducted both on and off-campus. Conferences are held at various times so that a student taking classes in one course delivery format might also be able to attend a conference. Senior seminars which are now in conference format also serve as capstone course in a degree program. Specific details are published and distributed to students through the course Schedule three times a year.

Special Programs

Religious Studies. The bachelor's degree in religious studies is available through the Center.

In addition, the Center works collaboratively with diocesan offices throughout Florida in support of the continuing education needs of clergy, religious and laity.

Credit and non-credit programs are available in support of permanent diaconate formation, youth ministry and lay leadership. Teacher recertification courses and in-service workshops are designed to assist faculty in Catholic elementary and secondary schools.

Teacher Recertification. Teacher recertification courses are made accessible to the elementary and secondary teachers of Florida through the Center for Continuing Education in coordination with the College's Division of Education. Each year a needs survey is directed to the school districts of Florida. Based on the results of the survey, appropriate courses are scheduled in the school districts at a time and place convenient to the teachers. Teacher recertification courses are usually conducted as workshops and meet eight hours daily for one week. This program can be requested by a school or school district at any time. Call CCE, (904) 588-8370, for additional information.

Category B: Non-Credit Programs

The Center for Continuing Education manages the repertoire of non-credit programs for both professional and personal enrichment purposes. These programs take the form of seminars, short courses, workshops, conferences and institutes. Most programs are eligible for Continuing Education Units (CEU's), an important record of achievement maintained for participants by the College. Non-credit continuing education programs are designed for particular audiences and are based on expressed needs and interests. Non-credit programming can be a flexible and creative response to these needs. While the CEU credit permits participants to build a cumulative record of their successful completion of continuing educational activity, it may never be converted to semester hour credit by the College.

The College's Elderhostel program is also managed by the Center for Continuing Education.

Interested parties are encouraged to contact the CCE for further information regarding these non-credit programs. Call (904) 588-8236. Write Post Office Box 2248, Saint Leo, Florida 33574

Category C: Speakers Programs and Consulting Services

The Center is prepared to work with individual clients by providing speakers or consultants in a wide variety of areas. A College Speakers Bureau catalog is available upon request. In addition, subject experts from within the College and from the College's external resources can be provided for individual clients. Contact the Center for Continuing Education for more detailed information.

Admission to a Degree Program

The Center provides degree completion programs in the following areas:

1. Associate of Arts.

2. Bachelor of Arts in business administration, education, psychology, criminology and religious studies.
3. Bachelor of Science in health care administration.

Degree seeking students are required to:

1. Submit an admission application.
2. Provide official transcripts from every college or university attended. Non-transfer students must furnish a high school transcript showing satisfactory completion of studies or a GED certificate.
3. For Elementary Education majors: Achievement of minimum cumulative SAT score of 840 (with an English score of 420 and a Math score of 420) or a minimum composite ACT score of 20 (with a 20 in English and a 20 in Math). Successful completion of the CLAST.
4. Provide official documents (transcripts) to support the granting of college credit from such sources as: CLEP, DANTES, GED college level examinations, USAFI examinations or advance placement examinations.
5. College credit is available to registered nurses upon presentation of a nursing license and nursing school transcript; members of the armed services upon presentation of proof of service; and to police officers who have completed course work in the FBI National Academy, police institute and certified polygraph schools. Verification of course work is obligatory in order to obtain credit. Non-traditional sources of credit have specific limits.
6. A non-refundable admission/evaluation fee of $25 must accompany the application.

Once the College receives a completed application packet, including the official documents supporting the award of credit, a comprehensive program outline will be developed for each student on an individual basis.This program outline will detail exactly what transfer credit has been awarded and where it has been applied to the student's course of study. The program outline also details the courses still needed to complete the degree.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin or handicap.

Residence Requirements

All semester hour credit earned through the Center is considered as resident credit.

1. A minimum of 15 semester hours of course work at Saint Leo College is required for the associate of arts degree.
2. A minimum of 30 semester hours of course work at Saint Leo College is required for the bachelor's degree.

Transfer of Credits

The transfer-of-credit policy as published in the catalog for on-campus resident students is applicable to the Center's degree programs.

Requirement for Degrees

The academic requirements for degree completion in the Center's degree programs are the same requirements as those for the degree programs as published elsewhere in the catalog. The physical education requirement is waived for adult students in the Center's programs.

Honors

Bachelor's degree graduates may earn honors designations as published for on-campus students provided they have completed a minimum of 45 hours of course work with Saint Leo College.

A special designation "With Honors" has been reserved for those bachelor's degree graduates who have completed a minimum of 30 semester hours of course work with Saint Leo College and who have a grade point average of 3.50 or higher.

Honors calculation for Spring Semester candidates for graduation will be based on the cumulative grade point average earned at the end of the previous semester.

Tuition and Fees

Tuition for credit courses is ... $95 per credit hour

Admission/Eval $25

Re-evaluation $25

Graduation BA-BS $70
Graduation AA $25
Non-credit course...individual program literature provides non-credit tuition rate.

Transcript Requests

The procedure for requesting transcripts is explained in the Academic Regulations section of this catalog.

Registration, Drop/Add

Students may register by mail, fax, telephone, or office visit. Detailed information pertaining to specific courses and locations is published each semester in the course Schedule. The course Schedule is mailed to each student each term.

The drop/add period is generally the first week of class. For additional information write or call:

Saint Leo College
Center for Continuing Education
Post Office Drawer 2248
Saint Leo, Florida 33574-2248
Telephone: (904) 588-8236

Financial Aid

Weekend College and Evening Courses

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States.

Financial Aid is allocated on the basis of need, good moral character and academic promise. Financial "need" is the difference between the amount of money a student and family can provide for an education and the cost of an education. Financial need is relative to college costs and family financial strength. A student who needs aid at one college may not need aid at another.

Financial need is determined by College Scholarship Service on the basis of the financial information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices or from the Saint Leo College Financial Aid Office. Since financial conditions vary from year to year, a new application must be submitted for each academic year. Financial aid awards are not transferable. Students should apply for aid as early as possible as the process may sometimes take weeks or even months.

For further information and application forms please contact:

Office of Financial Aid and
Veterans Affairs
P.O. Box 2228
Saint Leo, FL 33574-2228
Phone: (904) 588-8387

Aid Programs

Florida Grant (FSAG) and Florida Tuition Voucher (FTV). These grants are available to full-time students (12 hours per term) who have been bona fide residents for at least one year.

The FSAG is based on need. Applicants must file the FAF by April 1 preceding Fall entrance.

The FTV is not based on need. Apply to the College Financial Aid Office by September 1 for the Fall Semester or by February 1 for the Spring Semester.

Vocational Rehabilitation. Each state has a program for the handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training (except for the Center for Continuing Education's distant satellite locations). Contact the veterans certifying official at (904) 588-8271 for a list of approved locations and applications. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations.

Stafford Loans. Student loans are available from lending institutions (banks,

credit unions) or state agencies for students who qualify. Prior to applying for a loan a student must file the Financial Aid Form to show need and establish eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient need for the Stafford Loan.

Supplemental Loans for Students (SLS) may be obtained by self-supporting students who do not demonstrate a sufficient need for the Stafford Loan.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

ACADEMIC YEAR means two semesters on campus (Fall and Spring Semesters). For financial aid purposes, the Summer Session may be considered as a remedial session for certain aid programs but not for state aid.

In order to qualify for financial aid, all students who enroll full time (12 hours minimum) must earn a minimum of nine new hours any semester and must earn a minimum of 24 new hours every academic year. Repeats are not included.

All students must maintain a minimum cumulative GPA of 2.00. Exception will be made for students enrolled for the very first time in college who may retain their eligibility for federal aid if they maintain a minimum of 1.75 cumulative GPA during their first year of enrollment.

State Aid. All state recipients must earn 12 hours minimum each semester they are receiving the aid and maintain a cumulative GPA of 2.00 minimum.

Loans. Various lending agencies have various standards of progress. In some cases, an agency will require a student to progress one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more semester hours per academic year and maintaining at least a 2.00 GPA should be able to meet the standards of all agencies.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following semester. Financial aid may be reinstated during that semester on one of the following conditions:

1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid committee in writing, submitting documentary evidence, such as a copy of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, FL 33574-2228, within two weeks of having received notification of cancellation.
2. Provided during the semester for which awards were canceled and prior to the end of that semester, a student raises academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed and appeal for reinstatement of aid.

Aid for Part-Time Students

Degree-seeking half-time students are eligible to apply for a loan and to apply for the Pell grant. To maintain their eligibility, they must successfully complete all credit hours for which funds are disbursed in any

term and maintain a cumulative grade point average of 2.00 minimum.

College Level Academic Skills Test (CLAST)

Requirements for students receiving the Florida Tuition Voucher or Florida State Assistance Grant

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.Failure on one (or several) of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the College Financial Aid Office.



Military Education Program

Program Mission

Saint Leo College's mission historically has included an interest in extending education to individuals who may not have opportunities to pursue degree programs in residence on a campus. As an integral part of this tradition, the College has recognized and supported the role of higher education within the American military community since the establishment of the Saint Leo College Military Education Program in 1974. The mission of the program is to provide opportunities to earn associate and baccalaureate degrees to adults working within and near selected military installations in the southeastern United States. Since adult students in a military setting must coordinate academic pursuits with job commitments and family responsibilities, the College emphasizes the provision of accessible academic and administrative support services for students pursuing degrees at resident centers. The program maintains an orientation toward classroom delivery of courses and personal service to students. Support services and program characteristics include:

1. Professionally staffed resident centers;
2. Emphasis on **complete** degree programs;
3. Individualized, goal-directed educational counseling;
4. Clear and concise degree program outlines;
5. Flexible and reliable scheduling;
6. Small classes;
7. Acceptance of validated nontraditional and traditional transfer credit.

Professional Associations

Saint Leo College is affiliated with the National University Continuing Education Association (NUCEA) and the National Association of Institutions for Military Education Services (NAIMES).

U.S. Air Force ROTC Agreement

Saint Leo College maintains a cross-town enrollment agreement whereby degree-seeking Saint Leo College students enrolled at the Seymour Johnson Air Force Base Resident Center may participate in Air Force ROTC instruction sponsored by Detachment 600 of Air Force ROTC at East Carolina University. Application information is available from the resident center director of the Saint Leo College Seymour Johnson resident center.

Servicemembers Opportunity College

As a member of the institutional network of Servicemembers Opportunity Colleges (SOC), Saint Leo College participates in the SOCAD (Army) and the BDFS (Bachelors Degree for Soldiers) networks, as well as the SOCNAV-2 and SOCNAV-4 (Navy) networks. The College supports the SOC statement of principles and criteria as a framework for policies that are fair, equitable, and effective in recognizing the special and often limiting conditions faced by military students. SOC agreements may be requested by active duty members and military dependents at resident centers or through the campus MEP office.

Admission and Matriculation Requirements

General admission criteria as stated for on-campus students apply to the Military Education Program with the exception that the College does not require CEEB, SAT, or ACT scores for MEP applicants. Enrollment at specific resident centers may be limited by military, Veterans Administration, or state approving agency regulations. Subject to local restrictions, individuals who may enroll in the College through MEP include: active and retired military personnel;

veterans separated from service; military dependents; civilian employees of the military installation; and other civilians residing in the locale.

Saint Leo College is committed to policies which assure that there is no discrimination on the basis of age, sex, race, color, creed, religion, national origin, or handicap.

The College will not admit to the MEP applicants who are foreign nationals seeking student visas.

Admission Procedure

Individuals interested in applying for degree-seeking status should inquire at the local Saint Leo College resident center office. A qualified applicant is considered to be matriculated (classified as degree-seeking) when the completed application form and admission/evaluation fee payment are submitted to the resident center. The following materials are required to complete the admission process:

1. Completed application form;
2. Application Fee (non-refundable);
3. Documentation of high school or GED completion. For transfer students this may be documented by the transcript of the previously attended college;
4. Official transcripts from all previously attended colleges/universities;
5. Documentation for evaluation of non-traditional transfer credit (include military training on an AARTS transcript or a validated DD Form 295);
6. Other relevant documentation as needed (veterans/retirees should include a DD Form 214).

Saint Leo College students matriculated through campus programs rather than MEP should contact the Office of the Vice President for Academic Affairs prior to enrolling in courses at an MEP resident center. Students who have matriculated through the Saint Leo College Center for Continuing Education should notify the MEP resident center of previous attendance in order to facilitate transfer of records.

Academic Advising

Saint Leo College provides academic advising at resident centers through counselors and resident center directors. Students interested in earning a Saint Leo College associate or baccalaureate degree are strongly encouraged to submit an application for degree-seeking status at the earliest opportunity. In response to a completed application, the College provides the student with a formal evaluation recognizing transfer of credit and specifying associate degree requirements. When a student declares a baccalaureate degree major, the College prepares a program outline specifying B.A. degree requirements.

All students are responsible for meeting all academic requirements for graduation. Students should seek regular advising from their Saint Leo College academic advisors. Omissions or errors in the advising process do not exempt students from the responsibility of meeting all degree requirements.

Non-Degree Seeking Status

Individuals who wish to take courses without pursuing a Saint Leo College degree may enroll at the resident center in non-degree-seeking status. Transient students taking Saint Leo College courses to fulfill degree requirements at other institutions may be required to produce written authorization to enroll if veterans benefits or other funding support is involved.

Tuition and Fees

Tuition (per semester hour)	$80
Admission/Evaluation Fee (non-refundable) (includes Formal Evaluation and Program Outline)	$30
Program Outline Fee (for each additional outline)	$10
Graduation Fee (A.A. or B.A.)	$25
Computer Lab Fee (designated courses)	$15
Transcripts (per copy)	$ 3

***Note:** Students electing to participate in campus graduation ceremonies must pay the on-campus graduation fee in lieu of the MEP fee.*

Financial Aid

Several forms of financial aid are available to students in the Military Education Program. Financial aid procedures and regulations, as they apply within MEP, are described later in this catalog.

Transfer Credit Policies

Students are classified as transfer students if they have previously registered at any other college or university, regardless of the amount of time spent in attendance or credit earned. To receive individualized information regarding the evaluation of transfer credits, students must first apply for admission and pay the application fee. See Admission Procedure in this section. Saint Leo College maintains the same transfer credit policies for campus programs, the Center for Continuing Education and the Military Education Program. The College will not provide a transcript of transfer credit until successful completion of at least one course at Saint Leo College. No quality points are available for transfer credit.

Traditional Transfer Credit

Saint Leo College recognizes transfer credit only from regionally accredited institutions. Credit that was earned 25 or more years ago on the date of application to Saint Leo College will be considered on a course by course, case by case basis at the time the transfer evaluation is prepared.

Work in which a student has made a grade of "D" or higher will be transferred if an overall minimum grade point average of 2.00 was achieved at the institution where the credits were earned. If the student did not achieve an overall average of 2.00, only those grades of "C" or higher will be transferable.

There is one exception to the "D" grade policy described above. "D" grades earned in ENG 120, 121 and 122 or their equivalent are not transferable except in the case of associate degree holders.

Non-Traditional Transfer Credit

Saint Leo College recognizes non-traditional transfer credit earned or validated through the methods listed below. Saint Leo College does not normally grant experiential credit, nor does it sponsor an experiential learning assessment system.

A. Military Career Experience. Credit (up to a maximum of nine semester hours) may be granted for military service based upon individual evaluations of official military records by the Registrar of the College. The following guidelines normally apply:

Semester Hours	Type/Duration of Military Service
2	Enlisted Service, 1 - 6 months
4	Enlisted Service, 6 months to 2 years
6	Enlisted Service, greater than 2 years
8	Commissioned Officer Service under 0-6
9	Commissioned Officer Service over 0-6

B. Military Service Courses and Training. Associate-level credits may be granted, based on formal evaluation by the Registrar and credit recommendations in the guides to the evaluation of military credit published by the American Council on Education (ACE). The maximum limit upon this category of transfer credit is 24 semester hours.

C. Formal Educational Programs and Courses Sponsored by Non-Collegiate Organizations. The College recognizes credit recommendations established by the American Council on Education and published in The National Guide to Educational Credit for Training Programs.

D. Standardized Examinations. The College recognizes the following standardized examinations at the credit levels and, with specific exceptions, passing scores recommended by the respective testing services.

1. American College Testing Program Proficiency Examination Program - (ACT PEP)
2. College Level Examination Program (CLEP) - General examinations and specific subtests
3. Defense Activity for Non-Traditional Education Support - (DANTES) Subject Standardized Testing Program

The maximum limit on standardized examination transfer credit is 40 semester hours.

Directed Studies

The College may offer directed study course sections to meet special student needs. Directed study course sections are conducted under the direct supervision of a faculty member and require a minimum of one meeting between the faculty member and the student. A syllabus prepared by the faculty member will outline the directed study course requirements. Directed study sections may use instructional materials such as video tapes, computer assisted learning, written text, or any other materials deemed appropriate by the faculty member. Upon the completion of the prescribed course work, the faculty member will grade the student's performance based on a course paper, project, written examination, or any combination thereof.

Directed study course sections are recorded by title followed by the initials DS. Students using VA benefits or some other types of financial aid may not receive full benefits or aid for courses with a DS designation.

All requests for directed study course sections should be made in writing to the resident center director at least 15 days prior to the start of a term, Permission to take a directed study section is generally limited to students who are within 30 semester hours of completing a Saint Leo College bachelor's degree. Directed study sections may not be used to create course overloads.

Please contact your resident center director for the complete list of procedures and restrictions governing the use of directed studies.

Residence Requirements

The College considers all credits earned at MEP resident centers to be **resident credits** that are transferable to on-campus programs and are applicable to the following residence requirements:

1. A minimum of **15 semester hours** of resident credit with Saint Leo College is required for the associate of arts degree.
2. A minimum of **30 semester hours** of resident credit with Saint Leo College is required for the bachelor of arts degree.

Academic Regulations

Academic Terms and Student Course Loads. The Military Education Program offers five terms per year at each resident center. Terms are generally eight or nine weeks long. Because of the accelerated nature of the term, a student course load of six semester hours is classified as full-time attendance and three semester hours is half- time attendance. Students requesting overloads must initiate a written request at the resident center.

Registration, Drop/Add, Refund, and Withdrawal Policies. Each MEP resident center publishes a schedule specifying local course offerings and periods of registration. Students should register for selected courses at the resident center with the exception of locations offering multi-site registration. Consult the local resident center for details.

The drop/add period for changing course registrations is generally the first week of the term. Total refunds of tuition and fees are granted for courses dropped before or during the first week of classes. After the drop/add period, students are financially and academically committed to courses for which they registered. No refunds of tuition or fees are granted after the drop/add period.

MEP students who find it necessary to withdraw from any courses **must** contact the resident center office to obtain honorable academic withdrawal with a grade of "W." Failure to properly withdraw will result in a grade of "F." Deadlines for withdrawal from MEP courses fall at the end of the sixth week of the resident center's term. Course withdrawal does not cancel any student indebtedness to the College.

Saint Leo College reserves the right to cancel the registration of any student who fails to conform to the rules and regulations prescribed in the College catalog.

Attendance. An educational program centered upon classroom instruction is predicated on regular class attendance. In support of this concept, the following principles and procedures are practiced:

1. The College recognizes that adult students pursuing higher education in an off-campus environment often experience competing demands upon their time; however, the expected norm is for students to maintain commitments to courses by attending regularly.
2. Except for reasonable cause such as duty obligations, students are expected to be present at all regularly scheduled class meetings, particularly those immediately preceding and following holidays. Judgments regarding what constitutes reasonable cause are the prerogative of the course instructor.
3. Should a student be required to miss a class for reasons beyond control, it is the student's responsibility to notify the instructor promptly. Instructors are required to keep attendance records for compliance with various federal regulations and student absences may have a deleterious effect on the individual's grades or continuing eligibility for financial assistance.
4. Students whose attendance becomes unsatisfactory in the instructor's judgment may find their grades adversely affected. Academic penalties for unsatisfactory attendance may be applied by the course instructor.

Grading

Grade		Quality Points per Semester Hour
A	Superior Performance	4.0
B+	Excellent Performance	3.5
B	Very Good	3.0
C+	Above Average	2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
FA	Failure due to absences	0.0
I	Incomplete	
W	Withdrawal	
WE	Withdrawal Excused (Due to extended temporary duty)	
AU	Audit	

Incomplete grades must be completed by the conclusion of the next MEP term or they will convert to "F" grades.

Quality points are assigned only to grades earned at Saint Leo College.

Repeated Courses. Students may repeat any Saint Leo College course that they wish and are encouraged to repeat all courses failed. By written request to the resident center, students may have the cumulative grade point average adjusted to reflect only the higher grade earned. However, the record of each course attempt will remain on the student's official transcript.

Grade Changes. A grade may be changed only by the faculty member teaching the course. Changes in grade are permitted only when a computational error has been made. Students who believe that an erroneous grade has been posted must notify the faculty member and the resident center director immediately upon receipt of the grade. No grades will be changed after they have been posted for three months.

Grade Slips and Official Transcripts. Within 30 days of term completion, students will receive a grade slip showing grades for courses completed that term, a term grade point average, and a cumulative grade point average. Grade slips are unofficial records.

Official transcripts (fee: $3 per copy) may be released only by written student request and may be sent only to an organizational address, such as a base education office or a college's records office. Unofficial transcript histories may be sent directly to students upon request.

The procedure for requesting transcripts is explained in the Academic Regulations section of this catalog.

Grade Point Average. The grade point average (GPA) is determined by first multiplying the credit hours attempted by the quality points earned and then dividing the total quality points earned by the total hours attempted. For example:

Course	Hours Attempted	Grade	Quality Points	Total Quality Points
FAS 121	3	A	4	12.00 (3 x 4)
SPA 111	3	B	3	9.00 (3 x 3)
CHE 121	3	D	1	3.00 (3 x 1)
HTY 121	3	F	0	0.00 (3 x 0)
ENG 121	3	C+	2.5	7.50 (3 x 2.5)
	15			31.50

Grade Point Average (GPA): 31.50 divided by 15 = 2.1

***Note:** No quality points are awarded for transfer credit.*

The College reports grades by sending grade mailers to students' addresses within 30 days after the conclusion of each MEP term. The grade slip reports final grades for the term, the student's current GPA (for that term's course work), the cumulative GPA (for total Saint Leo College course work) and any academic warnings that apply (Academic Probation and Suspension Pending — see definitions below).

The Dean's List. Saint Leo College publishes a Dean's List for each resident center each term. In order to qualify for the Dean's List, a student must have earned a grade point average of 3.50 or higher on a minimum of 12 semester hours taken during two consecutive MEP terms. This standard, adjusted for term differences, is identical to the campus Dean's List standard.

Student Honor Society

The Saint Leo College student honor society, Delta Nu, is a member of the Delta Epsilon Sigma National Scholastic Honor society, which was founded in the 1940 for students, faculty and alumni of the college an universities with a Catholic tradition. The purposes of the society are to recognize academic accomplishments, to foster scholarly activities and to encourage a sense of intellectural community among its members. To be eligible for membership, a student must have acquired 60 credit hours (at least 30 of which must have been earned at Saint Leo) and maintain a grade point average of 3.50.

Academic Honor Code

As members of an academic community which places a high value on truth and pursuit of knowledge, Saint Leo students are expected to be honest in every phase of their academic life and to present as their own work only that which is genuinely theirs. Each student has the responsibility to maintain the highest standards of academic integrity and to refrain from cheating, plagiarism or any other form of academic dishonesty.

Academic dishonesty is representing another's work as one's own, active complicity in such falsification, or violating test conditions. Plagiarism is stealing and passing off the ideas and words of another as one's own or using the work of another without crediting the source.

The sanctions for academic dishonesty (including cheating on an examination, plagiarism and similar offenses) are as follows:

A. The minimum sanction for the first offense is an "F" for the test or assignment, but the usual sanction is an "F" in the course in which the violation took place.
B. The minimum sanction for the second offense is an "F" in the course, but the usual sanction is suspension of the student from Saint Leo College.

Circumstances which would justify sanctions greater than the minimum include the student's previous disciplinary record at the College or the particularly flagrant nature of the offense.

It is the responsibility and obligation of each student personally to uphold the Academic Honor Code. Students are required to report any observed instance of academic dishonesty to the course instructor.

These offenses need not occur in the same course or semester but will be considered cumulative during a student's enrollment at Saint Leo College. Each offense will be entered in student records in the Military Education Program office.

Academic Probation

In order to continue in good standing, a student must maintain a minimum cumulative grade point average of 2.00. The system of academic warning and probation is designed to identify and help, as well as warn, those students who are in danger of not qualifying for degrees at the end of their senior year.

The College reserves the right to require remedial action on behalf of a student who is placed on academic warning or probation.

Such action may include, but is not limited to, requiring students to repeat failed courses, take a reduced course load, or change their program of study. The Academic Standards Committee sets these regulations and conditions.

Students who earn below a 2.00 semester grade point average in any semester will be placed on academic warning.

Freshmen who earn below a 1.70 semester grade point average or who receive failing grades in more than one course at the completion of the first semester will be placed on academic probation. All other students with a cumulative grade point average below 2.00 will be placed on academic probation.

Academic Suspension

Students whose cumulative grade point averages are deficient for their academic levels are subject to academic suspension. The criteria for determining academic suspension are: (1) semester hours attempted at Saint Leo College; and (2) student classification, based on total earned hours, including hours in residence and hours in transfer. The cumulative grade point averages (GPA) required to ensure that a student is academically eligible to remain in college are as follows:

Semester Hours Attempted	Student Classification	Required Cumulative GPA
Fewer than 24 Attempted Hours at Saint Leo	Freshman *(0-30 Earned Hours)*	1.50
	Sophomore to Senior *(More than 30 Earned Hours)*	2.00
24 to 37 Attempted Hours at Saint Leo	Freshman *(0-30 Earned Hours)*	1.75
	Sophomore to Senior *(More than 30 Earned Hours)*	2.00
38 or more Attempted Hours at Saint Leo	Sophomore to Senior *(More than 30 Earned Hours)*	2.00

The Military Education Program will formally suspend academically deficient students in January and June. The Dean of the Military Education Program will notify suspended students of their academic status.

Appeals. Students have the right to appeal academic suspensions. Appeals for reinstatement, should be addressed in writing to the resident center director.

Reinstatement. Students suspended from Saint Leo College for poor scholarship may apply for readmission after completing at least 12 semester hours of acceptable work at another accredited college, or after four MEP terms if they do not pursue studies elsewhere. A student who is reinstated remains on academic probation.

The petition for reinstatement should include evidence that the student's circumstances have been altered favorably toward successful pursuit of the degree program. Evidence may include an official transcript of course work completed elsewhere or a letter of recommendation from a military education services specialist, academic counselor, or faculty member.

Disciplinary Standards and Codes. The members of the Saint Leo College community understand that the learning that takes place through classroom instruction, social functions, religious activities and other interpersonal relationships is the primary concern of the College.

The College does not outline in detail either its requirements or its prohibitions. Students are met on a level of mutual regard and trust. Nevertheless, students may be suspended from the College if they are judged to be disruptive or at odds with normal standards of good citizenship. A student whose conduct on or off campus is damaging to the special interests of the College may expect disciplinary action. Saint Leo College maintains the right to dismiss or suspend any student for reasons that the administration deems to be in the best interest of the College. MEP resident center directors are authorized to act as agents of the College in disciplinary matters.

The Associate of Arts Degree Program and the Basic Studies

Recognizing the need for its students to become acquainted with the major branches of human knowledge, Saint Leo College places strong emphasis on a liberal exposure to the arts and sciences through its program of basic studies. The expected outcome of the basic studies program is that students will develop a broad array of collegiate-level skills, knowledge, and abilities leading to self-knowledge and an enhanced understanding of their relationships and their world.

Candidates for the Associate of Arts degree must fulfill Basic Studies I requirements (30 semester hours), 30 semester hours of general electives, as well as all other academic and administrative criteria specified in the Degree Requirements section. Candidates for the Bachelor of Arts degree must fulfill Basic Studies I and Basic Studies II, and must fulfill all other academic and administrative criteria specified in the Degree Requirements section.

Basic Studies I

The following are Basic Studies I requirements for students matriculated through the Military Education Program. Students are required to complete a total of 30 semester hours chosen from the list of subject areas specified below. The number of required semester hours per subject area are also provided. In selecting specific courses, students must fulfill prerequisite requirements.

English
(Both courses are required)
- ENG 121 Composition
- ENG 122 Composition and Literature

(one 3 semester hour course from the following)
- *Literature (ENG)
- Speech (SPH)
- Foreign Language

Fine Arts
(one 3 semester hour course from the following)
- Art (ART)
- Fine Arts (FAS)
- Music (MUS)
- Dance (DAN)
- Theatre (THE)
- Humanities (HUM)

Philosophy
(one 3 semester hour course from the following)
- Philosophy (PHI)

Religious Studies
(one 3 semester hour course from the following)
- Religious Studies (REL)

Natural Science
(one 3 semester hour course from the following)
- Biology (BIO)
- Chemistry (CHE)
- Oceanography (OCE)
- Physics (PHY)

Mathematics
(one 3 semester hour course from the following)
- Mathematics (MAT 121 or higher)

History
(one 3 semester hour course from the following)
- History (HTY)**
- Political Science (POL)

Social Science
(one 3 semester hour course from the following)
- Psychology (PSY)
- Sociology (SOC)
- Social Work (SWK)

*Total Basic Studies I requirements: 30 semester hours.,*One Basic Studies course must be Literature for the bachelor's degree.*

**One Basic Studies course must be History for the bachelor's degree.

Basic Studies II

The following are Basic Studies II requirements for students matriculated through the Military Education Program. Students are required to complete a total of 15 semester hours chosen from the list of subject areas specified below. The number of required semester hours per subject area are also provided. These requirements are in addition to Basic Studies I. In selecting specific courses, students must fulfill prerequisite requirements.

Humanities
(one 3 semester hour course from the following)
- Art (ART)
- Dance (DAN)
- *English (ENG)
- Music (MUS)
- Fine Arts (FAS)
- Humanities (HUM)
- Theater (THE)
- Speech (SPH)
- Foreign Language (Level 2-A or above)

Religious Studies or Philosophy
(one 3 semester hour course from the following)
- Philosophy (PHI)
- Religious Studies (REL)

Religious Studies
(one 3 semester hour course from the following)
- Religious Studies (REL)

Natural Science or Mathematics
(one 3 semester hour course from the following)
- Mathematics (MAT 121 or higher)
- Biology (BIO)
- Chemistry (CHE)
- Physics (PHY)
- Oceanography (OCE)
- COM 201 Principles of Data Processing
- COM 205 Programming in Basic

Social Science
(one 3 semester hour course from the following)
- **History (HTY)
- Political Science (POL)
- Psychology (PSY)
- Sociology (SOC)
- Social Work (SWK)

**One Basic Studies course must be Literature for the bachelor's degree.*

***One Basic Studies course must be History for the bachelor's degree.

Majors and Minors

Students usually select their majors prior to the completion of 60 semester hours applicable to Saint Leo College degree programs. B.A. degree-seeking students are urged to make a careful selection of major as early as possible in the process of pursuing a degree. Some forms of student funding, such as veterans benefits, require an early commitment to a particular program of studies.

Students may earn up to two majors or a major and a minor.

Majors. Programs of study and specific course requirements for the various majors offered by Saint Leo College are described within the academic division and program areas of this catalog. Course requirements are fulfilled within four program components: (1) Basic Studies I; (2) Basic Studies II; (3) major requirements and major electives; (4) general electives (which may include upper division elective requirements in some majors). Some Basic Studies courses satisfy requirements for certain majors.

Minors. Programs of study leading to a minor are offered in some academic divisions. A minor requires a minimum of 15 semester hours and a maximum of 21 semester hours. No more than half of a minor's requirements can be satisfied by transfer or standardized testing credit. A minor is not required for graduation.

Degree Requirements

Students come under the academic requirements of the Catalog in effect at the time of matriculation. Normally, these requirements must be completed within five years from the date of first attendance.

To earn the **associate's degree** a Saint Leo College MEP student must meet the following requirements:

1. Complete a minimum of 60 semester hours.
2. Complete Basic Studies I (see below).
3. Attain a minimum cumulative grade point average of 2.00.
4. Complete such comprehensive examinations as may be required by the College.
5. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
6. Fulfill the residence requirement (minimum 15 semester hours).
7. Satisfy all financial obligations.
8. Apply for graduation at the resident center.

To earn the **bachelor's degree** a Saint Leo College MEP student must meet the following requirements:

1. Complete a minimum of 120 semester hours.
2. Complete Basic Studies I and II (see below).
3. Complete a minimum of 39 semester hours of course work at the 300-400 level.
4. Attain a minimum cumulative grade point average of 2.00.
5. Demonstrate competence in reading, writing, oral communications and fundamental mathematical skills.
6. Complete all the requirements of the student's academic division and major.
7. Attain a minimum grade point average of 2.00 in the major.
8. Complete such comprehensive examinations as may be required by the College.
9. Fulfill the residence requirement (minimum 30 semester hours).
10. Satisfy all financial obligations.
11. Apply for graduation at the resident center.

Outcomes Assessment Requirement

Students may be required to take tests or complete surveys designed to measure basic studies achievement and/or achievement in selected major areas for the purpose of evaluating institutional effectiveness.

Application for Graduation

Students must make formal application for graduation at the resident center. Students should apply for A.A. graduation one term in advance and B.A. graduation two terms in advance.

Students should note the difference between **degree completion date** and **degree conferral date.** The degree completion date is the end date of the term in which all requirements have been satisfied. Degree conferral dates are specific dates authorized by the Board of Trustees for release of diplomas. A.A. diplomas are released on the first of each month. B.A. diplomas are released on five dates each year: January 1, April 28 (varies with campus commencement), June 1, September 1, and November 1. While B.A. diplomas are held pending the next conferral date, the College will document degree completion through a letter signed by the Registrar and validated by the raised seal of the College. Students are encouraged to allow 30 days processing time when requesting transcripts to document degree completion.

Graduation with Honors. MEP students who have earned at least 30 but fewer than 45 semester hours in residence with a cumulative grade point average of 3.50 will receive the annotation "With Honors" on diplomas and transcripts when they complete the B.A. degree.

Students who have earned at least 45 semester hours at Saint Leo College and have the specified cumulative grade point averages will receive the following B.A. degree honors:

Honors Level	Qualifying GPA
Summa Cum Laude	3.90 and above
Magna Cum Laude	3.75 to 3.89
Cum Laude	3.50 to 3.74

Honors are not awarded with the associate of arts degree.

Honors calculation for spring Semester candidates for graduation will be based on the cumulative grade point average earned at the end of the previous semester.

Commencement Exercises

Saint Leo College resident centers generally hold formal graduation ceremonies at the military installation once a year. Some resident centers in close proximity hold combined ceremonies. Students may gain information and register to participate in local graduations at the resident center. MEP students who qualify for graduation may elect to participate in the campus ceremony held each April. Students who wish to participate on campus must give advance written notice to the campus MEP office by March 15th.

Financial Aid Procedures and Regulations

Saint Leo College participates in state and federal student financial aid programs. Financial aid is awarded regardless of sex, race, age, national origin, religious affiliations, handicap, or marital or parental status. Federal programs require that the recipients be United States citizens or permanent residents of the United States. Financial need is determined by the College Scholarship Service on the basis of the financial aid information provided on the Financial Aid Form (FAF) which must be submitted to the office indicated on the form. These forms are available in high school guidance offices and college financial aid offices, as well as from the resident center directors or the Saint Leo College Office of Financial Aid.

Since conditions vary from year to year, a new application must be submitted for each academic year.

Academic Year

For financial aid purposes, the academic year within MEP consists of four terms:

August to October
October to December
January to March
March to May

MEP's fifth term (May to July) is considered a summer term and is not funded under some financial aid programs.

Application Process for Financial Aid

The application process takes several weeks and may be lengthened for various reasons so we recommend that students apply for aid as early as possible prior to enrollment, preferably in February of each year for the following August term.

To apply for aid, file your state's FAF with College Scholarship Service and, for more information contact:

Office of Financial Aid and Veterans Affairs
P.O. Box 2228
Saint Leo, FL 33574-2228
Phone: (904)588-8387

Federal and State Financial Aid Available to Students

Federal Pell Grant. All students must apply for this grant before being considered for any other kind of aid, using the Financial Aid Form (FAF) from the College Scholarship Service.

State Grants. Many states have grants which can be used at colleges out of state. Criteria of eligibility, application procedures, and deadlines vary, so it is suggested that students contact their respective state department of education. Students must apply for the Pell grant and their state grant before applying for a Stafford Loan or a Supplemental Loan for Students.

Vocational Rehabilitation. Each state has a program for handicapped persons and blind persons.

Veterans Benefits. Saint Leo College is approved for veterans training. The Veterans Administration has established rules and regulations for students eligible to receive VA educational benefits (active duty military, retired or separated, dependents and selected reservists). These rules and regulations pertain to enrollment status. Students eligible to receive VA educational benefits have the responsibility of being aware of and complying with these rules and regulations. Further information may be obtained from the College VA certifying officials at resident centers.

Stafford Loans. Student loans are available from lending institutions (banks, credit unions) or state agencies for students who qualify. Prior to applying for a loan a student must file the Financial Aid Form to show need and establish his/her eligibility for a Pell grant or a state grant. Recommended time to start the loan application process is three months prior to entrance.

Parents Loans for Undergraduate Students (PLUS). These loans may be obtained by parents for undergraduate students who do not demonstrate a sufficient need for the Stafford Loan.

Supplemental Loans for Students (SLS) may be obtained by self-supporting students who do not demonstrate a sufficient need for the Stafford Loan.

Florida Tuition Voucher. This fund provides tuition assistance to bona fide residents of Florida in an amount varying yearly depending on state funding and is not based on need. The aid is dispersed biannually to students who maintain enrollment and grade point standards. As described below, students must comply with Florida requirements related to the College Level Academic Skills Test (CLAST). Apply through Florida resident centers.

Nathan Altschuler Memorial Scholarship Fund. Income from this fund will be used to assist deserving active duty military students currently enrolled in the Military Education Program who demonstrate unmet financial need. Apply to resident center directors.

Refund of Financial Aid

In the event a student receiving financial aid shall withdraw or not return for the following enrollment period and a refund is due under the College's refund policy, the refund will be distributed among various aid sources in accordance with federal regulations.

Standards of Satisfactory Progress Governing Student Financial Aid

In order to receive and retain financial aid, students must maintain satisfactory progress as defined by College policies, state aid agency regulations, guarantee agencies, VA regulations, or federal regulations, depending on sources of funds.

A. Hours Earned. Students enrolled half-time (three hours per term) must earn no less than three new* hours each term they are enrolled, and not less than 12 new* hours per academic year.

Students enrolled full-time (six hours or more per term) must earn no less than six new* hours per term of enrollment and no less than 24 new* hours per academic year.

Exception: Students enrolled in college for the first time, and enrolled for six hours, may earn only three new* hours for the **first two terms of enrollment only.** Thereafter they must earn six new hours each term they are enrolled full-time and no less than 24 hours for each academic year or five consecutive term periods.

New Hours and Repeats: Aid will not be disbursed twice to cover the same course. A student receiving aid while attempting to earn credits will not receive aid to repeat the course if the student fails or withdraws from the course.

B. Grade Point Average. All students must maintain a minimum cumulative GPA of 2.00. Exception will be made for students enrolled for the first time in college who may retain their eligibility for federal aid if they maintain a minimum of 1.75 cumulative GPA during their first year of enrollment.

State Aid. Recipients must maintain a cumulative GPA of 2.00 and earn six hours each term of enrollment under aid.

Loan Agencies. Various lending agencies have various standards of progress. In some cases, an agency will require a student to go up one class (from freshman to sophomore, for example) before approving a subsequent loan.

A student earning 30 or more hours per academic year and maintaining at least a 2.00 GPA should be able to meet all agencies' standards.

The Right to Appeal Loss of Aid

Whenever a student fails to make satisfactory progress, financial aid will be withheld for the following term. Financial aid may be reinstated during that term on one of the following conditions:

1. Provided a student who has had extraordinary medical problems appeals to the Financial Aid Committee in writing, submitting documentary evidence, such as a copy

of the hospital bill or letter from the physician, certifying that the student was unable to attend classes. Such appeal must be mailed to the Financial Aid Committee, P.O. Box 2228, Saint Leo, FL 33574-2228, within two weeks of having received notification of cancellation.

2. Provided during the term for which awards were canceled and prior to the end of that term, a student raises his/her academic standing to meet the standards of progress, as defined herein, through the completion of an incomplete grade or change of grade. In such cases, it is the responsibility of the student to inform the Financial Aid Office that the grade has been changed and appeal for reinstatement of aid.

CLAST

Requirements for students receiving the Florida Tuition Voucher or Florida State Assistance Grant:

Students who receive financial aid from the state of Florida and students wishing to transfer to a Florida state university must, by law, take the CLAST prior to the beginning of their junior year. Failure to take the CLAST by the time a student earns 60 credit hours will result in loss of aid for that student until the CLAST is taken.

Failure on one (or several) of the CLAST subtests does not result in loss of aid provided the student enrolls for the courses designed by the College as remedial courses for these particular subjects, during the term for which state aid is desired. CLAST tests are given three times a year. To apply for the CLAST please contact the Institutional CLAST Administrator, P.O. Drawer S, Saint Leo, FL 33574-4012. Applications are also available from the College Financial Aid Office.

Resident Center Addresses and Telephone Numbers

Campus

Saint Leo College
Military Education Program
P.O. Drawer 2277
Saint Leo, FL 33574
Phone: (904) 588-8206

Florida

Saint Leo College Center
P.O. Box 9036
Hurlburt Field, FL 32544
Phone: (904) 581-3755
Eglin: (904) 678-5471

Saint Leo College Center
31st MSSQ/MSE
Homestead AFB, FL 33039
Phone: (305) 257-4388

Saint Leo College Center
P.O. Box 6063
MacDill AFB, FL 33608
Phone: (813) 830-4305

Saint Leo College Center
P.O. Box 9033
Naval Air Station
Key West, FL 33040
Phone: (305) 292-2847

Georgia

Saint Leo College Center
Building 179
Ft. McPherson, GA 30330
Phone: (404) 755-5898/2420

Saint Leo College Center
Army Education Center
P.O. Box 3430
Ft. Stewart, GA 31314
Phone: (912) 876-0646/767-8545

Saint Leo College Center
P.O. Box 42119
Savannah, GA 31409
Phone: (912) 352-3417

Saint Leo College
c/o Education Services Office
347 MSSQ/MSE
Moody AFB, GA 31699-5715

North Carolina

Saint Leo College Center
Seymour Johnson AFB, NC 27531
Phone: (919) 735-4829

South Carolina

Saint Leo College Center
363rd MSSQ/MSE
Shaw AFB, SC 29152
Phone: (803) 666-3221

Virginia

Saint Leo College Center
P.O. Box 5220
Ft. Lee, VA 23801
Phone: (804) 861-9634/734-2255

Saint Leo College Center
P.O. Box 4326
Ft. Eustis, VA 23604
Phone: (804) 887-1166/0655

Saint Leo College Center
Base Education Center
P.O. Box 629
Langley AFB, VA 23665
Phone: (804) 766-1814/1812

Saint Leo College Center
Naval Amphibious Base
Building 3005
Norfolk, VA 23521
Phone: (804) 464-6449/0242/5316

Saint Leo College
Tidewater Center Administration Office
P.O. Box 629
Langley AFB, VA 23665
Phone: (804) 766-1297

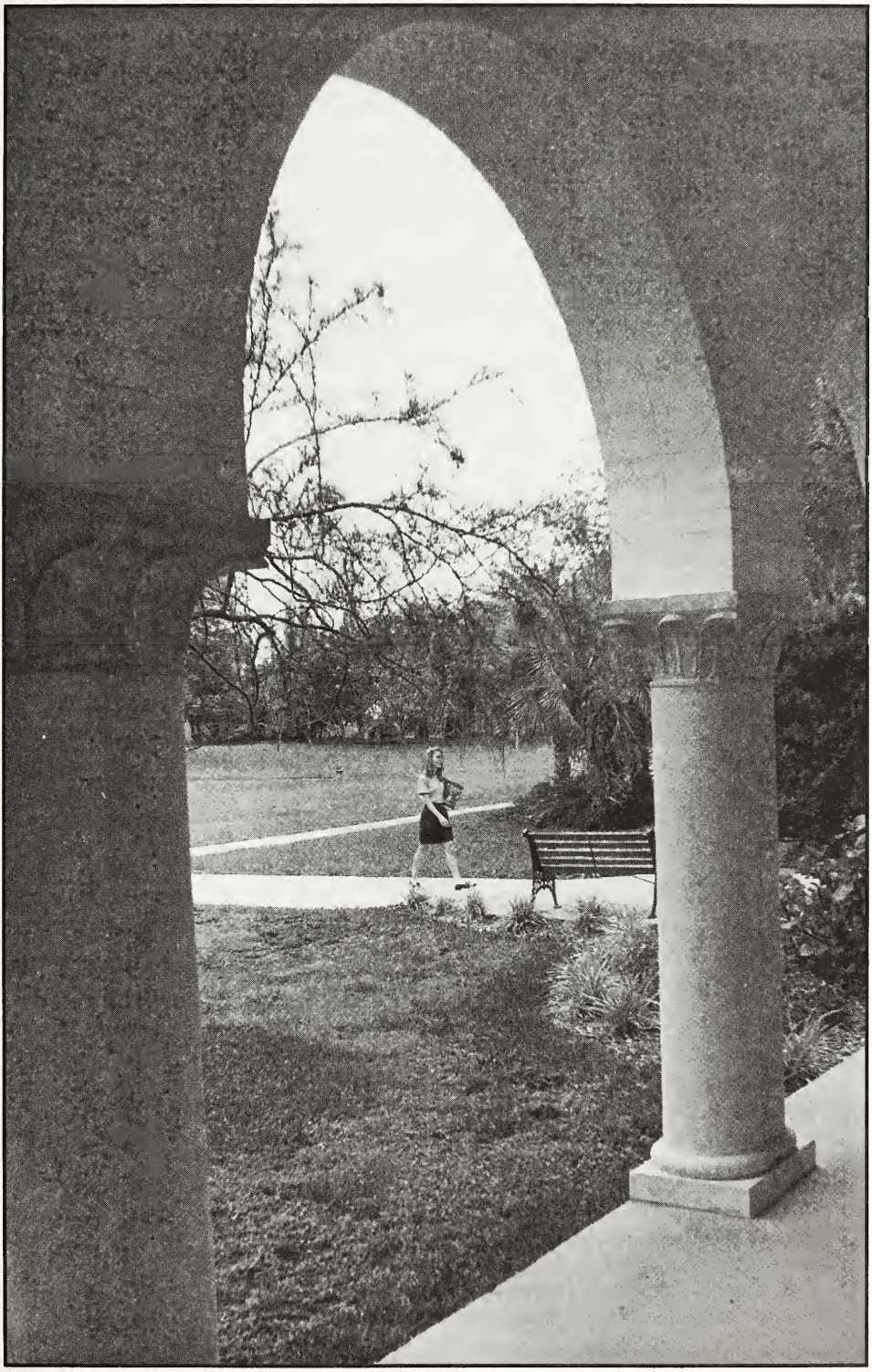
Locations and Programs of Study

Locations / Programs	AA	MUS	REL	CRI	PSY	SOC	HRA	BUS	COM*
Florida									
Hurlburt Field/ Eglin AFB	X				X		X		
MacDill AFB	X			X	X	X	X	X	X
Homestead AFB	X			X	X	X	X	X	X
Key West NAS	X			X			X	X	
Georgia									
Fort McPherson	X		X	X		X	X	X	X
Hunter Army Air Field	X			X		X	X	X	
Fort Stewart	X			X			X	X	
Moody AFB	X						X	X	
North Carolina									
Seymour Johnson AFB	X						X	X	
South Carolina									
Shaw AFB	X			X			X	X	X
Virginia									
Tidewater Center									
Fort Eustis	X			X	X	X	X	X	X
Langley AFB	X			X	X	X	X	X	X
Naval Amphibious Base	X		X	X	X	X	X	X	X
Fort Lee	X						X	X	X

Classes are also scheduled at classroom locations near several of these military installations.

Programs:
Associate of Arts Degree
AA: Associate of Arts in Liberal Arts (no major)
Bachelor of Arts Degree with the following majors:
MUS: Music
REL: Religious Studies
CRI: Criminology
PSY: Psychology
SOC: Sociology
HRA: Human Resources Administration
BUS: Business Administration. Availability of specialties within this major varies by resident center. See Business Administration section for descriptions of specialties.

*These resident centers are equipped with computer laboratories to offer the minor in Computer Information Systems.



Saint Leo College Full-Time Faculty

Listed below are the full-time faculty at Saint Leo College.

Division of Business Administration

Marvin T. Travis — Dean, Division of Business Administration; Professor of Management
Ronald P. Allison — Assistant Professor of Business Administration
Frank Arnold — Associate Professor of Management and Public Administration
Laurel G. Cobb — C.P.A., Chair, Dept. of Accounting; Associate Professor of Accounting
David G. Cuppett — C.P.A., Assistant Professor of Business Administration (MacDill Air Force Base, FL)
Edwin J. Doran — Chair, Dept. of General Business Administration; Professor of Business Administration
Catherine Elder — Assistant Professor of Business Administration (Tidewater Center, VA)
William T. Foley — C.P.A., Associate Professor of Accounting
Douglas E. Freed — Assistant Professor of Business Administration (Tidewater Center, VA)
William F. Gooden — Assistant Professor of Human Resources Administration (Tidewater Center, VA)
O. Frank Kattwinkel — Associate Professor of Business Administration (Tidewater Center, VA)
Michael O. Moorman — Chair, Dept. of Computer Information Systems; Assistant Professor of Computer Science
Kenneth L. Ries — Associate Professor of Business Administration (Tidewater Center, VA)
Lynn M. Roberts — Academic Advisor; Instructor of Business Administration
Robert M. Rubin — Assistant Professor of Business Administration
Annette H. Tollett — C.P.A., Assistant Professor of Accounting (Tidewater Center, VA)
T. Lynn Wilson — Assistant Professor of Marketing

Division of Education and Human Services

E. Marilyn Schaeffer — Dean, Division of Education and Human Services; Associate Professor of Education
Thomas J. Crosby — Associate Professor of Physical Education
Terry A. Danner — Associate Professor of Criminology
Lucille A. Fuchs — Professor of Education
Charles D. Hale — Chair, Dept. of Human Services; Assistant Professor of Health Care Administration
M. Kathleen Heikkila — Instructor of Education
Leta Hicks - Chair, Dept. of Physical Education; Assistant Professor of Physical Education
Calista Koval — Associate Professor of Education
Frances E. Martin — Director of Social Work Program; Professor of Social Work
Alan R. Merson — Associate Professor of Social Work
Thomas G. Phillips — Assistant Professor of Physical Education
Carolyn Schoultz — Visiting Assistant Professor of Education
Paula J. Smith — Associate Professor of Physical Education
John H. Swart - Assistant Professor of Physical Education

Division of Liberal Arts and Sciences

Robert Imperato — Dean, Division of Liberal Arts and Sciences; Chair, Dept. of Philosophy and Religion; Professor of Religion
Setty R. Adisesh — Professor of Chemistry
L. Tyson Anderson — Professor of Religion and Philosophy
Jacalyn E. Bryan — Chair, Dept. of Fine Arts; Associate Professor of Dance
Richard G. Bryan — Chair, Dept. of Social Science; Associate Professor of Psychology
Dirk R. Budd — Professor of English
Daniel J. Delisi — Associate Professor of Music
George M. Dooris — Chair, Dept. of Mathematics and Science; Professor of Biology
Mark K. Edmonds — Chair, Dept. of Developmental Studies; Professor of English
James Erpenbeck — Professor of Philosophy
Charles L. Fisk, Jr. — Associate Professor of Economics
C. David Frankel — Associate Professor of Theatre
Joseph D. Geiger — Director of Art; Professor of Art
Beverly E. Golemba — Associate Professor of Sociology (Tidewater Center, VA)
Nancy C. Gunter — Professor of Psychology
Dennis K. Henry — Director of Theatre; Professor of Theatre
Lois M. Henry — Associate Professor of Dance
John E. Higgins — Director of Music; Associate Professor of Music
James J. Horgan — Professor of History
Edward F. Leddy — Associate Professor of Social Science (Tidewater Center, VA)
Marilyn M. Mallue — Associate Professor of Psychology (Tidewater Center, Va)
John J. McTague, Jr. — Professor of History
G. Tom Milazzo — Assistant Professor of Religion
Mark Newton — Director, Honors Program; Assistant Professor of English
George I. Paulson — Associate Professor of Religious Studies (Tidewater Center, VA)
Walter P. Poznar — Professor of Humanities
Hudson Reynolds — Associate Professor of Political Science
Maura Snyder — Chair, Dept. of English; Associate Professor of English
Robin F. Van Tine — Assistant Professor of Biology (Tidewater Center, VA)
Ernie Williams — Professor of Philosophy
James E. Woodard, Jr. — Professor of English

Faculty Librarians

Prema Adisesh — Music/Reference Librarian; Instructor
Marjorie Jeanette Arnade — Serials/Reference Librarian; Assistant Professor
Sr. Dorothy Neuhofer, O.S.B. — Archivist/Librarian; Associate Professor
Christie D. Vernon — Academic Support Reference Librarian; Associate Professor (Tidewater Center, VA)

Courses of Instruction

In the following section, courses offered by the various academic departments of the College are listed alphabetically by program and major. Immediately following each course title is the number of credits granted for successful completion of the course.

Courses listed represent the normal offerings. Departments also are authorized to offer special courses on an ad hoc basis. These are given in a "Special Topics" designation in the course listings.

Academic Support Services

Academic Support Services Course Descriptions

COL 101 ***3 credits***

Introduction to College

Prerequisite: Entering freshman status.

The course has four main objectives. It provides an on-going orientation to Saint Leo College; allows for analyses of personal, academic and career goals; helps students develop or improve study skills; and addresses solutions to specific as well as general problems encountered during the freshman year.

COL 102 ***0 credit***

CLAST Remediation

A course required of all students who fail any of the four parts of the CLAST. It is intended to remediate individual academic deficiencies. Each section focuses on reading, English language skills, essay or math. Lab work required.

COL 103 ***1 credit***

Seminar on Self-Awareness

This course is designed to enhance students' understanding of college life, what they can expect from it, and what they are expected to give to it. The course includes a required writing component. This is a pass/fail course.

COL 100-400 ***1-3 credits***

Special Topics

Prerequisite: Permission of instructor.

A variable content course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.



Art

The major in art is designed as preparation for graduate study, for employment in creative arts, and for teaching in elementary or secondary schools.

The policies and regulations concerning a major in art are outlined in detail in the Art Student's Handbook. Before graduation, art majors must present an exhibit demonstrating their ability to create in various media.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
(Include ART 122.)	
Foundation Courses	12
ART 121 Visual Fundamentals I*	(3)
ART 122 Visual Fundamentals II*	(3)
ART 221 Drawing**	(3)
ART 223 Beginning Painting**	(3)
Major Requirements	22-30
ART 321 Studio I	(2-6)
ART 322 History of Art I	(3)
ART 323 History of Art II	(3)
ART 421 Studio II	(2-6)
Three other upper-division (300-400) art courses	(9)
Other required courses	
HUM 499 Senior Seminar	(3)
(See other sections of the catalog for a description of this course).	
Physical Education Requirements	4
Electives	33-47
Total Credits	*124*

** May be applied to Basic Studies I*
*** May be applied to Basic Studies II*

Art/Elementary to Secondary Education

The College offers a specialization in Art/Elementary to Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Graduates from this program will, upon application to the state, be eligible to teach in Florida and in other 21 other states that recognize certification. See the Teacher Preparation Program for a list of important requirements for Art/Elementary to Secondary Education.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this program.

Program Components	Semester Hours
Basic Studies I	30
Basic Studies II	15
(Include ART 122.)	
Foundation Courses	6
ART 121 Visual Fundamentals I*	(3)
ART 122 Visual Fundamentals II*	(3)
ART 221 Drawing**	(3)
ART 223 Beginning Painting**	(3)
Major Requirements	22-30
ART 321 Studio I	(2-6)
ART 322 History of Art I	(3)
ART 323 History of Art II	(3)
ART 421 Studio II	(2-6)
HUM499 Senior Seminar	(3)
Three other upper-division (300-400) art courses	(9)
Professional Education Courses	40
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Human Growth and Development***	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
ART 326 Art in the Elementary	(3)
ART 327 Art in the Secondary	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues In Curriculum and Philosophy	(3)
EDU 480 Student Teaching	(12)
EDU 481 Student Teaching Seminar	(1)
(See other sections of this catalog for descriptions of these courses).	
Physical Education Requirements	4
Total Credits	*124*

** May be applied to Basic Studies I*
*** May be applied to Basic Studies II*
**** May be applied to Basic Studies II Social Science*

Art Course Descriptions

ART 121 is prerequisite to all higher-numbered studio art courses, but in certain special cases, as determined by the instructor, the requirement may be waived.

The Studio I and II sequence may be taken in such disciplines as drawing, painting, and graphics. Normally the students must first complete the appropriate beginning course in the specialty in which they wish to take Studio I or II. For example, ART 221 Drawing, ART 223 Beginning Painting, or ART 225 Graphics must be completed before enrolling in studio in any of these specialties.

In all cases involving advanced work, permission of the division chair is also required.

ART 121 ***3 credits***
Visual Fundamentals I

Introduction to the principles of art through individual creative development, emphasis on two-dimensional design concepts. Six hours of studio per week.

ART 122 ***3 credits***
Visual Fundamentals II
Prerequisite: ART 121 or permission of instructor.

A continuation of ART 121, emphasis on three-dimensional design. Six hours of studio per week.

ART 123 ***3 credits***
Art Appreciation

Basic terms, theories and techniques of the artist; major art movements; media in the visual arts.

ART 221 ***3 credits***
Drawing
Prerequisite: ART 121 or permission of instructor.

Freehand drawing from landscape, live models and objects, with emphasis on training students to see, to understand and to report through drawing. Six hours of studio per week.

ART 223 ***3 credits***
Beginning Painting
Prerequisite: ART 121 or permission of instructor.

Introduction to studio painting. Investigation and experimentation with mixed and intense colors, large and small compositions. Color-value compositions with a variety of color media accepted for individual exploration. Six hours of studio per week.

ART 224 ***3 credits***
Beginning Sculpture
Prerequisite: ART 122 or permission of instructor.

Introduction to three-dimensional work in various media with emphasis on the development of understanding and effective use of space and volume through planes, shapes, positive/negative space relationships and color. Six hours of studio per week.

ART 225 ***3 credits***
Graphics
Prerequisite: ART 121 or permission of instructor.

Creative processes and projects in relief, intaglio, screen and planographic techniques. Six hours of studio per week.

ART 226 ***3 credits***
Beginning Photography
Prerequisite: ART 121 or permission of instructor.

The art and techniques of black and white photography.

ART 321 ***2-6 credits***
Studio I
Prerequisites: Appropriate 200-level course and permission of division chair.

Individual development according to talent in one of the following specialties: painting, sculpture, graphic design and drawing. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 322 ***3 credits***
History of Art I

General survey of the cultural development of mankind from earliest times through the French Revolution as reflected in painting, architecture and sculpture.

ART 323 ***3 credits***
History of Art II

Studies in modern art as related to cul-

tural development, beginning with the 19th century and continuing through the present, with emphasis on the contemporary scene.

ART 325 ***3 credits***
History of Photography

Studies in photography from the early inventors to the modern masters. Also, students will have an opportunity to discuss photographs of their own creation.

ART 326 ***3 credits***
Art in the Elementary School
Prerequisite: ART 121

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experiences.

ART 327 ***3 credits***
Art in the Secondary School
Prerequisite: ART 121

Techniques of teaching art to the secondary school student, emphasizing development of the student's creative work. Included are drawing, design, three-dimensional approaches and painting, with selected field experiences.

ART 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of art that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ART 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable-content course in art that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ART 421 ***2-6 credits***
Studio II
Prerequisites: ART 321 and permission of instructor.

Continuation of individual development with special focus on approaches and techniques of individual conceptualization as well as perceptive/manipulative skills. May be repeated for credit. Two hours of studio per week for each hour of credit.

ART 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of art that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

A major in biology is designed as preparation for graduate study, for professional schools of medicine, dentistry, veterinary science, other health-related professions, and for employment as a biologist in government or industry.

Biology

(Bachelor of Science)

Semester *Program Components*	*Hours*
Basic Studies I	31
(Include BIO 125, MAT 161)	
Basic Studies II	16
(Include MAT 231)	
Foundation Courses	24
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
(See other sections of this catalog for descriptions of these courses).	
Major Requirements	32
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
BIO 321 Vertebrate Embryology	(4)
BIO 324 Cell Physiology	(4)
BIO 421 Genetics	(4)
Two other upper-division (300-400 level) courses in biology	(8)
Physical Education Requirements	4
Electives	17
(CHE 321 is strongly recommended.)	
	Total Credits 124

Biology Minor

BIO 125 Principles of Biology	(4)
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
Elective: One other 300-400 level biology course	(4)
	Total 20

Biology Course Descriptions

BIO 121 ***3 credits***
Introduction to Biology
(Non-Majors)

A general, coordinated study of living organisms including human beings. The course covers these topics: cell structure and function, a survey of the protist, plant and animal kingdoms, early development of multicelled organisms and the principles of heredity. Offered every semester.

BIO 125 ***4 credits***
Principles of Biology
(Majors)

A course designed to familiarize students with cell chemistry, cell structure and function, cell reproduction and inheritance. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

BIO 220 ***3 or 4 credits***
Human Anatomy and Physiology
Prerequisite: BIO 121 or 125.

Required of students majoring in physical education. Functional anatomy and physiology with emphasis on the central nervous, muscular, appendicular and endocrine systems. Three or four lectures per week.

BIO 224 ***3 credits***
Health Science

A study of health problems and programs relating to individuals as a means of improving living. Establishes a basis for positive health through the study of various conditions which affect health.

BIO 311 ***4 credits***
Invertebrate Zoology
Prerequisite: BIO 125 or permission of division chair.

A study of the main characteristics of the principal invertebrate phyla, including general trends in the development of body systems, behavior and adaptations to particular modes of life. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

BIO 312 ***4 credits***
Vertebrate Zoology
Prerequisite: BIO 311

A study of the structure, physiology, reproduction, ecology, behavior and evolution of the vertebrates. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

BIO 313 ***4 credits***
Botany

Survey of the plant kingdom. Study of the structure, life processes, reproduction and evolutionary relationships of plants. Local

flora serve as a basis for taxonomic studies. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester.

BIO 321 ***4 credits***
Vertebrate Embryology
Prerequisite: BIO 125

A study of development combining the traditionally solid morphological approach with the modern experimental and conceptual approach. Three lectures and one three-hour laboratory per week. Offered in the Fall semester of odd years.

BIO 322 ***4 credits***
Comparative Vertebrate Anatomy
Prerequisite: BIO 125

Elective for biology majors. Comparative study of the vertebrate groups with particular reference to the phylogenetic development. Three lectures and one three-hour laboratory per week.

BIO 323 ***4 credits***
Introduction to Plant Taxonomy
Prerequisites: BIO 125 and BIO 313

A study of the principal families of the angiosperms including phytography and its terminology, the construction and use of keys, nomenclature, concepts of taxa and survey of taxonomic literature. Three lectures and one three-hour laboratory per week.

BIO 324 ***4 credits***
Cell Physiology
Prerequisites: BIO 125 and CHE 124

An in-depth study of the anatomy and physiology of the animal and plant cell. Techniques such as electrophoresis, thin layer chromatography and cell fractionation will be emphasized in the laboratory. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of odd years.

BIO 325 ***4 credits***
Ecology
Prerequisite: BIO 125

Principles of ecology based on field and laboratory studies of local plant and animal communities. Three lectures and one three-hour laboratory per week.

BIO 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of biology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

BIO 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in biology that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

BIO 421 ***4 credits***
Genetics
Prerequisites: BIO 125 and CHE 311 or permission of instructor.

Principles of genetics (evolutionary and biochemical) dealing with the molecular nature of heredity determinants. Three lectures and one three-hour laboratory per week. Offered in the Fall semester of even years.

BIO 422 ***3 credits***
Immunology
Prerequisite: BIO 324 or permission of instructor.

A study of the immune response with emphasis on antigenicity and the structure of antibodies.

BIO 424 ***4 credits***
Parasitology
Prerequisite: BIO 311

A study of the more important protozoan, helminth and arthropod parasites including their taxonomy, morphology, physiology, pathogenesis and treatment. Special emphasis will be placed upon human parasites. Three lectures and one three-hour laboratory per week. Offered in the Fall semester of odd years.

BIO 425 ***4 credits***
Microbiology
Prerequisites: BIO 125 and CHE 124

A study of virus, bacteria and fungi including their morphology, physiology and pathogenesis. Three lectures and one three-hour laboratory per week. Offered in the Spring Semester of even years.

BIO 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of biology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Biology/Secondary Education Specialization

A specialization in Biology/Secondary Education is a teacher preparation program. Graduates from this program will, upon application to the state, be eligible to teach in Florida. See the Teacher Preparation Programs information for important requirements for Biology/Secondary Education.

Program Components	*Semester Hours*
Basic Studies I	31
(Include BIO 125, MAT 161)	
Basic Studies II	16
(Include MAT 231)	
Foundation Courses	24
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
(See other sections of the Catalog for descriptions of these courses).	
Major Requirements	32
BIO 311 Invertebrate Zoology	(4)
BIO 312 Vertebrate Zoology	(4)
BIO 313 Botany	(4)
BIO 321 Vertebrate Embryology	(4)
BIO 324 Cell Physiology	(4)
BIO 421 Genetics	(4)
Two other upper-division (300-400 level) courses in biology	(8)
(See other sections of the Catalog for descriptions of these courses).	
Education Requirements	37
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Human Growth and Development*	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 439 Special Methods in Teaching Secondary Biology	(3)
EDU 480 Student Teaching	(12)
EDU 481 Student Teaching Seminar	(1)
(See other sections to the Catalog for descriptions of these courses).	
Physical Education Requirements	4
Total Credits 141-144	

** May be applied to Basic Studies II Social Science*

Business Administration

The business administration major is designed for students entering the business workplace in almost any type of organization. Students may select one or more specializations to gain additional emphasis in areas of particular interest.

The faculty are associated with the following:

Academy of Management
American Accounting Association
American Assembly of Collegiate Schools of Business
American Institute of Certified Public Accountants
American Management Association
American Marketing Association
Association of Collegiate Business Schools and Programs
Association of University Programs in Health Administration
Council on Hotel, Restaurant, and Institutional Management
Florida Institute of Certified Public Accountants
Institute of Management Accountants
Virginia Society of Certified Public Accountants

The Division of Business Administration, in cooperation with other division, stresses education for the whole person and provides a basis for understanding the economic structure of our society. Those who enter the business world and the world of products and services must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished with the liberal arts ideal.

The bachelor's degree in Business Administration is designed to prepare students for graduate study and for careers in business or government. The major offers students the opportunity to specialize in nine specializations, Accounting, Computer Information Systems, Finance, Health Services Management, Management, Marketing, Restaurant and Hotel Management, Specific Career Objectives, and Technology Management.

The Division of Business Administration serves as a resource for computer applications in other academic divisions of Saint Leo College.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Major Requirements		39
Courses common to all specializations		
ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II	(3)
COM130	Microcomputer Applications	(3)
ECO 201	Principles of Macroeconomics	(3)
ECO 202	Principles of Microeconomics	(3)
FIN 325	Principles of Finance	(3)
GBA 325	Business Statistics	(3)
GBA 331	Business Law	(3)
GBA 334	Quantitative Methods	(3)
GBA 498	Business Policy	(3)
MGT 301	Principles of Management	(3)
MGT 321	Communications for Management	(3)
MKT 301	Principles of Marketing	(3)
Plus additional courses as specified under the elective specializations below.		
Specialization courses		15-30
Electives as needed		6-21
Physical education requirement		4
		Total Credits 124

Specialization course outlines are presented below. These selections permit the students to prepare for particular career objectives. They are structured to provide approved total study plans.

Accounting Specialization

ACC 301	Intermediate Accounting I	(3)
ACC 302	Intermediate Accounting II	(3)
ACC 331	Cost Accounting I	(3)
ACC 403	Accounting Information Systems	(3)
ACC 411	Auditing I	(3)
ACC 421	Federal Taxes I	(3)
		Total 18

Additional recommended electives include: ACC 332 Cost Accounting II; ACC 401 Advanced Accounting; ACC 404 Fund Accounting; ACC 405 Accounting Theory and Research; ACC 412 Auditing II; ACC 422 Federal Taxes II; ACC 423 Estates, Trusts and Gift Taxation; FIN 331 Principles of Investment; FIN 333 Financial Institutions; FIN 498 Financial Policies and Strategies; GBA 332 Business Law II.

The accounting specialization is designed to prepare a college graduate for accounting entry level positions in business and government, and establish a foundation of courses for students who may want to continue their education to become a Certified Public Accountant (C.P.A.) or Certified Management Accountant (C.M.A.). C.P.A. requirements are set by each state and can thus vary greatly from state to state. Students should contact the appropriate state Board of Accountancy for current C.P.A. requirements. Additional accounting courses are available on-campus and in some off-campus programs. Florida requires 30 semester hours of courses above the regular hours required for a Bachelor of Arts degree. Students seeking courses for a Florida C.P.A. would have to take more upper level courses in accounting and more business courses than required for a Bachelor of Arts degree to meet such requirements. Some of these requirements may change from year to year.

Computer Information Systems Specialization

Computer language course		(3)
COM310	Software and Hardware Concepts (Prerequisite may require an additional course)	(3)
COM320	System Analysis and Design	(3)
COM410	Data Base Concepts	(3)
COM421	Management Information Systems	(3)
		Total 15

Finance Specialization

ACC 301	Intermediate Accounting I	(3)
ECO 366	Money and Banking	(3)
FIN 331	Principles of Investment	(3)
FIN 333	Financial Institutions	(3)
FIN 498	Financial Policies and Strategies	(3)
		Total 15

Additional recommended electives include: ACC 302 Intermediate Accounting II; ACC 423 Estates, Trusts, and Gifts Taxation; ECO 302 Intermediate Price Theory; FIN 477 Risk and Insurance.

Health Services Management Specialization

HCA 302	Health Care Organization	(3)
HCA 401	Public Health and Epidemiology	(3)
HCA 499	Health Planning and Policy	(3)
MGT 498	Organization Theory	(3)
PHI 324	Medical Ethics	(3)
		Total 15

Additional recommended electives include: HCA 306 Health Care Economics; MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; POL 325 Public Administration; PSY 319 Human Behavior in Stress and Crisis; and REL 424* Death and the Meaning of Life.

** May be applied to Basic Studies.*

Management Specialization

MGT 331	Management of Human Resources	(3)
MGT 412	Organizational Behavior and Development	(3)
MGT 421	Management Information Systems	(3)
MGT 498	Organization Theory	(3)
Business Elective (300-400 level)		(3)
		Total 15

Additional recommended elective:
PHI 328 Business Ethics

Marketing Specialization

MKT306	Promotion Management	(3)
MKT354	Principles of Retailing	(3)
MKT383	Consumer Behavior	(3)
MKT463	International Marketing	(3)
MKT498	Marketing Policies and Strategies	(3)
		Total 15

Restaurant & Hotel Management Specialization

RHM220	Introduction to Restaurant and Hotel Management	(3)
RHM222	Food Fundamentals	(3)
RHM320	Purchasing	(3)
RHM330	Food Production Management	(3)
RHM425	Restaurant and Hotel Management Internship	(3)
RHM498	Seminar in Restaurant and Hotel Management	(3)
		Total 18

Additional recommended electives include: MGT 331 Management of Human Resources; MGT 412 Organizational Behavior and Development; MKT 383 Consumer Behavior.

Technology Management Specialization

The Technology Management program is designed for students who plan careers in the technological fields of industry and the military services. A prerequisite for admission is an associate of science or an associate of applied science degree, or an associate of arts degree with a 30 semester hour technical component, or 21 semester hours of approved technical course credit (not including credit for military service).

Technology Component		**(21)**
MGT331	Management of Human Resources	(3)
MGT412	Organizational Behavior and Development	(3)
MGT498	Organization Theory	(3)
		Total 30

Specific Career Objective Specialization

A specifically tailored program by academic advisors and approved by the Dean of the Division of Business Administration to meet the unusual career objectives of individuals who cannot meet their objectives by any of the other options. For example: A student may require a specially designed program in finance to enter a particular field of banking. This approval must be confirmed in writing prior to the beginning of the student's last 45 hours at Saint Leo College.

Accounting Minor

Students may minor in accounting with majors in other than business administration. Business administration majors may also minor in areas that are not in their specialization.

ACC 201	Principles of Accounting I	(3)
ACC 202	Principles of Accounting II	(3)
ACC 301	Intermediate Accounting I	(3)
ACC 302	Intermediate Accounting II	(3)
Plus any other upper division accounting course		(3)
		Total 15

(See course descriptions under Business Administration/Accounting Specialization.

Computer Information Systems Minor

Students with majors in areas other than business administration may minor in Computer Information Systems. Business Administration majors may also minor in Computer Information Systems.

Computer language course		(3)
COM310	Software and Hardware Concepts (prerequisite may require an additional course)	(3)
COM320	System Analysis and Design	(3)
COM410	Data Base Concepts	(3)
COM 421	Management Information Systems	(3)
		Total 15

Management Minor

MGT301 Principles of Management (3)
Plus four upper-division management courses (12)
Total 15

Marketing Minor

MKT301 Principles of Marketing (3)
Plus four upper-division marketing courses (12)
Total 15

Accounting Course Descriptions

ACC 201 ***3 credits***
Principles of Accounting I

An introduction to the preparation and use of accounting information that is found in financial and operating statements. Study of the bases for measuring performances and making business decisions. Emphasis is on problems of measurement of income and expense, working capital and investments. Includes material on corporations, fund-flow and interpretation of financial statements.

ACC 202 ***3 credits***
Principles of Accounting II
Prerequisite: ACC 201

A continuation of ACC 201 with emphasis on problems of measurement of income and expense, working capital, and investments. Includes material on corporate investments and liabilities, cash flow statements, cost accounting, cost-volume analysis, budgeting, capital budgeting, and internal decision making.

ACC 301 ***3 credits***
Intermediate Accounting I
Prerequisite: ACC 202

Study of the development of generally accepted accounting principles and valuation models in the application to the general presentation of financial statements.

ACC 302 ***3 credits***
Intermediate Accounting II
Prerequisite: ACC 301

A continuation of the development of generally accepted accounting principles and valuation of liabilities and equities, revenue realization, accounting changes, income taxes, leases, and financial statement disclosures.

ACC 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of accounting that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ACC 331 ***3 credits***
Cost Accounting I
Prerequisite: ACC 202

A study of relevant costs for decision-making, cost accounting fundamentals, systems and management control.

ACC 332 ***3 credits***
Cost Accounting II
Prerequisite: ACC 331

A continuation of ACC 331 emphasizing cost analysis, capital budgeting, inventory planning and other costs.

ACC 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in accounting that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ACC 401 ***3 credits***
Advanced Accounting
Prerequisite: ACC 302

Accounting principles for mergers, acquisitions and consolidations, and worksheet analysis of consolidation principles, partnership accounting. Introduction to international accounting and fund accounting.

ACC 403 ***3 credits***
Accounting Information Systems
Prerequisite: ACC 302

Principles involved in setting up business or non-profit organization accounting systems, related source documents, internal controls, and the interface with the need of

management of the organization, integration of systems to computer applications, and managing computer internal controls, designs, and implementation.

ACC 404 ***3 credits***
Fund Accounting for Government and Not-for-Profit Organizations
Prerequisite: ACC 202

Accounting principles as they apply to governments and not-for-profit organizations (cities, hospitals, universities, etc.). Management accounting principles as they apply to these organizations.

ACC 405 ***3 credits***
Accounting Theory and Research
Prerequisite: ACC 302

Pure accounting theory - its concepts, theorems and propositions - is looked into with openness to seeking better accounting information. The research portion blends the practical application of theory to current real problems in decisions as to how financial statements should be presented.

ACC 411 ***3 credits***
Auditing I
Prerequisites: ACC 302, GBA 325

Principles and procedures of internal and public auditing. The ethics, responsibilities, standards and reports of professional auditors.

ACC 412 ***3 credits***
Auditing II
Prerequisite: ACC 411

A continuation of ACC 411 emphasizing accounting systems, applications of auditing programs, and current developments in the field of public accounting.

ACC 421 ***3 credits***
Federal Taxes I
Prerequisite: ACC 202

An introduction to the federal income tax structure with emphasis on statutes and regulations relating to the concept of taxable income emphasizing the taxation of individuals.

ACC 422 ***3 credits***
Federal Taxes II
Prerequisite: ACC 421

An introduction to federal taxation of corporations, partnerships, trusts and estates with an expanding emphasis on corporate taxation.

ACC 423 ***3 credits***
Estate, Trusts and Gifts Taxation
Prerequisite: ACC 202

Review of the tax laws as regards estates and gifts and applicable property transactions related to estates and gifts. Review of the tax law regarding the taxable income of estates and trusts and how they differ from the taxable income of individuals and corporations.

ACC 425 ***3-12 credits***
Accounting Internship
Prerequisites: Junior or senior standing and permission of division chair.

Use skills learned in the classroom to design, put into use, or improve accounting procedures within small businesses and agencies or obtain experience in a corporate setting or CPA firm. As an intern the student will experience and learn functions of accounting which may include: financial statement analysis; inventory analysis; flexible budgeting; fixed asset conversion; interoffice settlement account; banking function; price level adjusted statements; consolidations; replacement costing; auditing; taxes.

ACC 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of accounting that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Computer Studies Course Descriptions

COM 123 ***3 credits***
Introduction to Word Processing on Microcomputers

An introduction to the use of microcomputers in the preparation of text for documents such as letters, reports, manuscripts and research papers. Students will use a word processing application package to learn the fundamentals of computer keyboarding and electronic writing and editing. Combination of data processing and text processing will be explored. Lab fee.

COM 130 ***3 credits***
Microcomputer Applications

An introduction to uses of microcomputers with emphasis on the operating system, word processing, spreadsheets and data bases. Students will use commercial software packages in the microcomputer laboratory to gain an understanding of software functions and to develop personal competency in practical applications of microcomputers. Lab fee.

COM 201 ***3 credits***
Principles of Data Processing

A framework for the analysis and development of management information systems through a study of computer systems, required input, programs, files, documents and reports for typical information systems.

COM 205 ***3 credits***
Programming in BASIC
Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to information processing and problem solving through the use of the BASIC programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Lab fee.

COM 206 ***3 credits***
Programming in Pascal
Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to information processing and problem solving through the use of the Pascal programming language in the laboratory. Students use algorithms and computers logic to translate data into information through structure design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Lab fee.

COM 207 ***3 credits***
Programming in C
Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to information processing and problem solving through the use of the C programming language in the laboratory. Students use algorithms and computer logic to translate data into information through structured design, coding, testing, and debugging of computer programs. Some knowledge of algebra is expected. Lab fee.

COM 210 ***3 credits***
Computer Language and Logic
Prerequisite: COM 205 or permission of instructor.

Continued application of procedure-oriented languages. The student will use algorithm components and programming languages logic to translate data information through structured design, coding, testing and debugging more complex computer programs. Lab fee.

COM 220 ***3 credits***
COBOL Programming
Prerequisites: COM 123 or COM 130 or permission of instructor.

An introduction to the widely used business oriented programming language. Students will use structured techniques to design, write and test programs using this popular high-level language in a hands-on laboratory environment. Information processing concepts will include input editing, file and record handling, control breaks and report generation. Lab fee.

COM 230 ***3 credits***
Spreadsheet Applications
Prerequisites: COM 130 or permission of instructor.

An advanced course in the design and

construction of spreadsheet applications. Students learn how to build template spreadsheets, to combine spreadsheets, to design and use macros, to use financial and statistical functiuons, to prepare graphs and to manipulate data by using sorts and queries, Introductory knowledge of a spreadsheet (e.g., LOTUS, VP-Planner, etc.) is required. Lab fee.

COM 310 ***3 credits***
Software and Hardware Concepts
Prerequisite: COM 230 or permission of instructor.

A study of computer systems and the relationships between hardware architecture, systems software and application software. Topics include mainframes, minicomputers, microcomputers and their operating systems and applications programs; input and output hardware; data communications; networking; and office automation.

COM 320 ***3 credits***
Systems Analysis and Design

The typical system development cycle including analysis of current systems, logical systems design, physical systems design, program development, testing, implementation, maintenance and documentation. Students are given real life systems to design, implement and document.

COM 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of computer studies that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

COM 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in computer studies that is designed for a specific class level: freshman (100) through seniors (400). Topic is announced in advance of registration.

COM 410 ***3 credits***
Data Base Concepts

Structures of data base management systems, applications of data structures, network, relational, and hierarchical data models, application program development, query systems, file security and the role of data base administrators. Students will use a real management system in the laboratory to create and maintain data files. Lab fee.

COM 421/MGT 421 ***3 credits***
Management Information Systems
Prerequisites: MGT 301 and COM 130 or permission of instructor.

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-base ddecision support processes.

COM 422 ***3 credits***
Advanced Data Base Concepts
Prerequisite: COM 410 or permission of instructor.

Continuation of COM 410 with in-depth study of file management and data base/ data communications. Case studies will be used to show the development, design and implementation of functional information systems. Lab fee.

COM 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of computer studies that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

COM 499 ***3 credits***
Information Resource Management
Prerequisite: COM 421 or permission of instructor.

An advanced course for computer information systems emphasizing the integration of information and environmental systems to support broad strategic planning decisions. This course will involve lectures, readings and discussions.

Finance Course Descriptions

FIN 102 ***3 credits***
Personal Finance

A study of personal income as related to budgeting, borrowing, investments, insurance, home ownership, retirement planning, and annuities and estate planning.

FIN 325 ***3 credits***
Principles of Finance
Prerequisite: ACC 201

A base of financial analytical tools is presented along with relevant financial theory and institutional material. Includes management of working capital, capital budgeting and financing. Not open to a student who has credit for FIN 326.

FIN 326 ***3 credits***
Financial Principles in Health Care
Prerequisite: ACC 201

A survey of basic financial management concepts and techniques for health care providers. Emphasis is placed on financial statement analysis, working capital management, sources of financing, budgets and investment decisions. Not open to a student who has credit for FIN 325.

FIN 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of finance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

FIN 331 ***3 credits***
Principles of Investment
Prerequisites: FIN 325 or FIN 326, or permission of instructor.

Survey of the risks and returns of investments made by institutions/individuals. Includes a critical examination of the capital markets as well as stock markets. Portfolio management techniques will be analyzed.

FIN 333 ***3 credits***
Financial Institutions
Prerequisites: FIN 325 or FIN 326, or permission of instructor.

A study of the function and management of financial institutions in the United States with emphasis on commercial banks. Topics include analysis of financing options, problems of various institutions as defined by regulation and practice, and flow of funds through specialized market sectors.

FIN 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in finance that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FIN 425 ***3-12 credits***
Finance Internship
Prerequisites: Junior or senior standing and permission of division chair.

An introduction to the everyday workings of the finance profession. Learn how financial decisions are made under the supervision of a professional. An opportunity to experience firsthand the operations of a brokerage firm, bank, or other financial institution.

FIN 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of finance that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which

is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

FIN 477 ***3 credits***
Risk and Insurance
Prerequisite: FIN 325 or FIN 326

A survey of problems and insurable risks of both business and individuals. An examination of the characteristics of those areas of risk and uncertainty where insurance coverage can be an effective alternative. Includes study of chance and pooling theory.

FIN 498 ***3 credits***
Finance Policies and Strategies
Prerequisite: FIN 325 or FIN 326 and junior status.

An examination of the major areas of business finance. Topics include capital budgeting, mergers, failures, reorganization, financing options and market pricing.

General Business Administration Course Descriptions

GBA 105 ***3 credits***
Introduction to Business

This course examines business as an active partner in our total economic system. Offering a wide scope, this study will generate an awareness of the social responsiveness of business as well as a knowledge of its relationships with government, labor and the public.

GBA 325 ***3 credits***
Business Statistics I
Prerequisite: MAT 141 or higher level mathematics.

An introduction to probability theory and statistical analysis with application to business affairs. Sampling and distribution theory, estimation, testing hypotheses, analysis of time series, index numbers, and accuracy and error in the collection and reporting of data.

GBA 326 ***3 credits***
Business Statistics II
Prerequisite: GBA 325

A continuation of Business Statistics I into the uses of statistical inference, regression, chi-square, analysis of variance, and time series analysis. While Business Statistics I is an introduction for all business students, this second half is designed for the mathematically inclined business student to study in detail the more common statistical models being used in business and economics.

GBA 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of general business administration that is not covered or treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

GBA 331 ***3 credits***
Business Law I

A study of the legal environment of business, torts, contracts, governmental regulation, and property rights as they relate to business organizations. Not open to a student who has credit for GBA 333.

GBA 332 ***3 credits***
Business Law II
Prerequisite: GBA 331 or GBA 333

A study of the uniform commercial code, agency law, and forms of business organizations.

GBA 333 ***3 credits***
Business and Health Law

A basic study of the legal and ethical issues involved in the management and delivery of health care services. Emphasis is placed on law as it pertains to negligence, contracts, consents, confidentiality, labor relations, and current medical/ethical issues. Not open to student who has credit for GBA 331.

GBA 334 ***3 credits***
Quantitative Methods
Prerequisite: MAT 141 and GBA 325, or permission of instructor.

A one-semester course presenting fundamental mathematical techniques for solving business problems. The thrust of this course is toward application rather than theory.

GBA 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in general business administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GBA 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of general business that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

GBA 498 ***3 credits***
Business Policy
Prerequisites: ACC 202, FIN 325 or FIN 326, MGT 301 or MGT 302, MKT 301 and must be taken during the last 15 hours of residency.

Business Policy is a capstone course open to seniors only. It is designed as a coordinating link in the disciplines of finance, accounting, marketing, and management. The case method of instruction and computer simulations are applied.

Management Course Descriptions

MGT 301 ***3 credits***
Principles of Management

The structure and organization of a business and the functions of the policy makers in relation to the objectives of the business; emphasis on problems of management through analysis of case studies. Not open to a student who has credit for MGT 302.

MGT 302 ***3 credits***
Management Principles in Health Care

This course is an introductory course in management theory and practice. It will provide a working knowledge and advanced understanding about management principles and functions which are essential to any individual planning a career in health care. Not open to a student who has credit for MGT 301.

MGT 321 ***3 credits***
Communications for Management
Prerequisite: ENG 122

Communication theory and practice for managers in verbal and written media. Letters, memoranda, reports and other methods of business communications are studied and practiced.

MGT 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MGT 331 ***3 credits***
Management of Human Resources
Prerequisites: MGT 301 or MGT 302

Principles and problems involving the management of human resources. Among topics included are job analysis, appraisal, compensation, leadership, the collective bargaining process, and the recruiting, selecting and training of personnel.

MGT 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MGT 412 ***3 credits***
Organizational Behavior and Development
Prerequisites: MGT 301 or MGT 302 or permission of instructor.

The study of human behavior in organizations. The course blends newer concepts of behavior theory with classical organization theory. Organization development focuses

on methods for bringing change to the organization.

MGT 421/COM 421 ***3 credits***
Management Information Systems
Prerequisite: MGT 301 and COM 130 or permission of instructor.

A study of information concepts and the fundamental principles of the systems approach to managing information. The student will learn the relationship between an organization, its data sources and its information requirements through the study of computer-based decision support processes.

MGT 425 ***3-12 credits***
Management Internship
Prerequisite: Junior or senior standing and permission of division chair.

Applies varied and analytic techniques for operation of a business. This placement is in small business or corporate setting. The intern's work is closely supervised by a professional who will provide a variety of assignments to thoroughly acquaint the student with the organization's various functions.

MGT 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MGT 441 ***3 credits***
Labor Relations
Prerequisite: MGT 331

A study of conflict resolution in public and private institutions. Procedures, agencies, legal framework and major economic issues involved in labor management relations. Emphasis is placed on problems of negotiating and implementing a collective bargaining agreement.

MGT 498 ***3 credits***
Organization Theory
Prerequisites: MGT 301 or MGT 302 and junior standing.

This course will consider the macro aspects of organizations, such as organization structure and its determinants, organization effectiveness, and structural design options. It will balance theory with applications.

Marketing Course Descriptions

MKT 301 ***3 credits***
Principles of Marketing

The marketing of goods and services couples with an integration of functional, commodity and institutional approaches from the viewpoint of both the consumer and the manager.

MKT 306 ***3 credits***
Promotion Management
Prerequisite: MKT 301

Designed to enable the student to become acquainted with the interrelationships of public relations, advertising and sales. Emphasis is given to the effect and control of the communication process.

MKT 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of marketing that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MKT 354 ***3 credits***
Principles of Retailing
Prerequisite: MKT 301

Survey of the basic principles and techniques in retailing. Analysis of economic and social roles of retailing, competitive strategies, efficiency in retailing and essential concepts for retail management.

MKT 383 ***3 credits***
Consumer Behavior
Prerequisite: MKT 301

Buyer behavior patterns with emphasis on implications for marketing analysis and

executive action. How consumers allocate their scarce resources among competitive consumption choices. Relevant psychological and sociological theories are covered along with models of consumer behavior drawn from the marketing literature. Current research is analyzed from a managerial perspective with emphasis on developing effective marketing strategies.

MKT 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in marketing that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MKT 425 ***3-12 credits***
Marketing Internship
Prerequisites: Junior or senior standing and permission of division chair.

Opportunities are available for students to learn marketing techniques of large and small businesses. Activities range from analyzing business conditions in key markets around the world to actual experience in product development, promotion and/or distribution.

MKT 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of marketing that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MKT 463 ***3 credits***
International Marketing
Prerequisites: MKT 301 and junior or senior standing.

A systematic treatment of marketing on a global scale. Problems of international companies from a marketing point of view. Concepts, tools and knowledge of the world market environment.

MKT 498 ***3 credits***
Marketing Policies and Strategies
Prerequisites: MKT 301, junior or senior stand-ing, and a minimum of nine additional upper-division marketing credits or permission of instructor.

The managerial approach using case studies to develop policies and strategies for marketing as a total system. Analysis of underlying forces influencing marketing decision.

Restaurant & Hotel Management Course Descriptions

RHM 220 ***3 credits***
Introduction to Restaurant & Hotel Management

A study of the hospitality industry, emphasizing its history, traditions and career opportunities. The duties and responsibilities of entry-level positions will be covered.

RHM 222 ***3 credits***
Food Fundamentals

An examination of the causes and prevention of food spoilage and food-borne diseases. Emphasis will be given to regulations and NIFI certifications, the importance of chemicals and the role of safety.

RHM 320 ***3 credits***
Purchasing

A study of the purchasing functions, specifications and forms, controls and typical products. Topics include management skills and considerations, guest demands, food and beverage controls and policies and inventory maintenance.

RHM 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of restaurant and hotel management that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

RHM 330 ***3 credits***
Food Production Management
Prerequisite: RHM 222

Food production techniques are analyzed in regard to the regulation and specifications of the consumer goods industry. Laboratory work in food and beverage preparation, service and procedure is conducted.

RHM 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in restaurant and hotel management that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

RHM 425 ***3-12 credits***
Restaurant & Hotel Management Internship
Prerequisite: Permission of program director.

Supervised practical experience in industry positions. Emphasis is placed on food production techniques, developing good work habits, supervisory skills and management policies and procedures. Fee.

RHM 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of restaurant and hotel management that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

RHM 498 ***3 credits***
Seminar in Restaurant & Hotel Management
Prerequisite: 90 semester hours.

An analysis of the layout and design of a restaurant or hotel operation. Emphasis is placed on cost-volume profit predictions. Students are also expected to participate in campus activities offering supervisory and management opportunities. Open to Restaurant & Hotel Management majors only.



Chemistry

Chemistry Minor

Requirements for a minor in chemistry consist of 20 semester hours of credit including the following courses:

CHE 123	General Chemistry I	(4)
CHE 124	General Chemistry II	(4)
CHE 311	Organic Chemistry I	(4)
CHE 312	Organic Chemistry II	(4)
CHE 321	Quantitative Chemical Analysis	(4)
		Total 20

Chemistry Course Descriptions

CHE 121 ***3 credits***
Chemistry and Society

This course discusses briefly the principles underlying the science of chemistry and applies the knowledge of basic chemistry to major problems currently facing us. It discusses the broad scope of chemistry and its relation to problems of pollution, drugs, energy resources, food production, and life processes, and to products of major importance, such as fuels, plastics, rubber, textiles, detergents and agricultural chemicals. Offered every semester.

CHE 123 ***4 credits***
General Chemistry I

Required of students majoring in science. A beginning course in chemistry. Fundamental laws and theories, including atomic and molecular structure. The periodic law, gas laws, mass and energy relationships, chemical equilibrium and other topics. Three lectures and one three-hour laboratory per week. Offered in the Fall semester.

CHE 124 ***4 credits***
General Chemistry II
Prerequisite: CHE 123

A continuation of general chemistry with qualitative analysis. Three lectures and one three-hour laboratory per week. Offered in the Spring semester.

CHE 311 ***4 credits***
Organic Chemistry I
Prerequisite: CHE 124

Fundamental principles of organic chemistry. Three lectures and one three-hour lab per week. Offered in the Fall semester.

CHE 312 ***4 credits***
Organic Chemistry II
Prerequisite: CHE 311

Continuation of CHE 311. Three lectures and one three-hour laboratory per week. Offered in the Spring semester.

CHE 321 ***4 credits***
Quantitative Chemical Analysis
Prerequisites: CHE 124 and MAT 161

Theoretical principles and laboratory techniques involved in quantitative determination of inorganic compounds. Determinations include acidimetry, alkalimetry, redox titrimetry, complexometric titrimetry, iodimetry and gravimetry. Two lectures and two three- hour laboratories per week. Offered in alternate years.

CHE 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of chemistry that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

CHE 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in chemistry that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

CHE 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of chemistry that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Criminology

A 45-hours major in criminology is designed to prepare students for careers in law enforcement, judicial administration, private security, parole and probation and corrections as well as graduate study in criminology or criminal justice.

SOC 425 is a supervised field placement giving students an opportunity to work in local criminal justice-related agencies. To participate in this program students must have senior standing in criminology, all major requirements completed, a 2.00 GPA or higher and approval of both the Criminology Field Placement Committee and the hosting agency.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Major Requirements	45
SOC 121 Introduction to Sociology*	(3)
SOC 222 Social Problems**	(3)
SOC 322 Race and Ethnicity in American Culture	(3)
SOC 324 Marriage and the Family or SOC 326 Theories of Criminal Behavior	(3)
SOC 336 Criminal Justice Systems	(3)
SOC 421 Juvenile Justice	(3)
SOC 424 Family Analysis	(3)
SOC 430 Correctional Systems	(3)
Other Required Courses	
SWK 319 Human Behavior in Stress and Crisis	(3)
POL 123 The Law and Society	(3)
POL 224 American State and Local Government	(3)
POL 321 Criminal Law I	(3)
POL 325 Public Administration	(3)
PSY 121 Introduction to Psychology or PSY 122 Psychology of Adjustment	(3)
One other upper-division (300-400 level) course in sociology or social work. (See other sections of the catalog for descriptions of these courses.)	(3)
Physical Education Requirement	4
Electives	(30)
	Total Credits 124

** May be applied to Basic Studies I*
*** May be applied to Basic Studies II*

Criminology Course Description

SOC 121 ***3 credits***
Introduction to Sociology

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups.

SOC 222 ***3 credits***
Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

SOC 322/HTY 322 ***3 credits***
Race and Ethnicity in American Culture
Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians.

SOC 324 ***3 credits***
Marriage and the Family
Prerequisite: SOC 121

An interdisciplinary, cross-cultural study of marriage and the family with major emphasis given to the pragmatic aspects of family life.

SOC 326 ***3 credits***
Theories of Criminal Behavior
Prerequisite: SOC 121 or PSY 121 or permission of instructor.

An interdisciplinary investigation into the causes and patterns of criminal and deviant behavior.

SOC 336 ***3 credits***
Criminal Justice Systems
Prerequisite: POL 123 or permission of instructor.

A comprehensive overview of criminal justice decision making, law enforcement,

lawyers and courts, crime prevention, decriminalization and corrections.

SOC 421 ***3 credits***
Juvenile Justice
Prerequisites: POL 123 or permission of instructor.

An examination of deviant juvenile behavior in terms of theory, methods of analysis, prevention and treatment.

SOC 424 ***3 credits***
Family Analysis
Prerequisites: Junior standing and SOC 121.

Theory of interpersonal relations and interaction in the modern family. Analysis of role and function.

SOC 425 ***15 credits***
Field Placement in Criminology
Prerequisites: Senior standing in criminology and approval by the Criminology Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies for approximately 40 hours per week for 12 weeks. Placements are available in such areas as law enforcement agencies and the offices of the state attorney and public defender.

SOC 430 ***3 credits***
Correctional Systems
Prerequisites: POL 123 or permission of instructor.

The historical and contemporary analysis of penal systems and reformatories in terms of organization, procedures, programs and effectiveness.

Dance

The dance program is based upon the study of dance as an art form, within a liberal arts setting. The program places equal emphasis on technique, theory and performance to prepare dancers who are experienced in the areas of teaching, performing, and choreography. An audition is not required for entrance into the program, but is strongly recommended. Entering dance majors are accepted on probation and evaluated on their progress at the end of the first year.

Dance majors are required to take a daily technique class in modern dance and/or ballet and may repeat a technique class in order to attain proficiency at that level. The dance faculty will determine when a student is ready to progress to the next level of technique. Dance majors are required to participate in the dance concert each semester in residence. DAN 112 Dance Performance (1-2 credit hours) must be taken for credit for a minimum of four semesters. Students may opt to participate in the remaining semesters for credit, audit, or no credit. Intermediate and advanced technique classes meet four hours per week.

Program Components	*Semester Hours*
Basic Studies I	30
(Include BIO 121, MUS 123, PSY 121 or 122.)	
Basic Studies II	15
(Include DAN 321)	
Major Requirements	56
Dance Technique	(32)
Daily technique class in modern dance (2 credit hours) and/or ballet (2 credit hours) at the appropriate level, totaling 4 credits per semester. (Include DAN 225, 226, 227, 228; DAN 425 and 426 or DAN 427 and 428)	
Dance Theory	(20)
DAN 237 Music for Dance	(2)
DAN 322 Dance History; Modern	(3)
DAN 334 Kinesiology for Dancers	(3)
DAN 421 Dance Composition I	(3)
DAN 422 Dance Composition II	(3)
One course from the following:	(3)
DAN 323 Labanotation	(3)
DAN 331 Dance pedagogy	(3)
DAN 333 Creative Movement for Children	(3)
HUM 499 Senior Seminar	(3)
(See other sections of the catalog for a description of this course)	
Dance Performance	(4)
General Electives	19
Physical Education Requirements	4
Total Credits 124	

Dance Minor

Two credits from the following:	2
DAN 112 Dance Performance	(1-2)
Six credits selected from the following:	6
DAN 125 Introduction to Modern Dance I	(2-3)
DAN 126 Introduction to Modern Dance II	(2-3)
DAN 127 Introduction to Ballet I	(2-3)
DAN 128 Introduction to Ballet II	(2-3)
Six credits from the following:	6
DAN 225 Intermediate Modern Dance I	(2)
DAN 226 Intermediate Modern Dance II	(2)
DAN 227 Intermediate Ballet I	(2)
DAN 228 Intermediate Ballet II	(2)
Six credits from the following:	6
DAN 321 Dance History: Ballet or	(3)
DAN 322 Dance History: Modern Dance	(3)
DAN 421 Dance Composition I	(3)
Total 20	

Dance Course Descriptions

DAN 112 ***1-2 credits***
Dance Performance
Prerequisite: Admission by audition.
The learning and presenting of dance in concert.

DAN 125, 126 ***ea. 2-3 credits***
Introduction to Modern Dance I & II
Fundamentals of modern dance technique, including the development of strength, flexibility, balance, control and endurance, with emphasis on proper body alignment.

DAN 127, 128 ***ea. 2-3 credits***
Introduction to Ballet I & II
Fundamentals of classical ballet technique, including barre, center floor and locomotor movement.

DAN 129, 130 ***ea. 2-3 credits***
Introduction to Modern Jazz Dance I & II

Fundamentals of modern jazz dance, including coordination, rhythm and isolation.

DAN 131 ***2-3 credits***
Introduction to Tap

The study of tap dance on the elementary level through the development of flexibility, endurance, strength, kinesthetic awareness, precision and rhythm.

DAN 225, 226 ***ea. 2 credits***
Intermediate Modern Dance I & II
Prerequisite: Introduction to Modern Dance I & II or permission of instructor.

The study of modern dance technique on the intermediate level.

DAN 227, 228 ***ea. 2 credits***
Intermediate Ballet I & II
Prerequisite: Introduction to Ballet I & II or permission of instructor.

The study of classical ballet technique on the intermediate level.

DAN 231 ***2 credits***
Intermediate Tap
Prerequisite: DAN 131 or permission of instructor.

The study of tap dance on the intermediate level through the development and refinement of fundamentals.

DANCE 234, 235 ***ea. 2 credits***
Intermediate Modern Jazz Dance I & II
Prerequisite: Introduction to Modern Jazz Dance I and II or permission of instructor.

The study of modern jazz dance on the intermediate level.

DAN 236 ***2 credits***
Dance Production

The study of various aspects of dance production with practical application in concert.

DAN 237 ***2 credits***
Music for Dance
Prerequisite: Intermediate dance technique.

Rhythmic and structural analysis of music for dance technique, performance and composition.

DAN 321 ***3 credits***
Dance History: Ballet

A study of ballet in France, Italy, Russia, England and the United States from the 15th to the 20th centuries.

DAN 322 ***3 credits***
Dance History: Modern Dance

A study of the development of various modern dance forms, including social, theatrical, jazz and modern dance.

DAN 323 ***3 credits***
Labanotation
Prerequisite: Intermediate dance technique.

The study and practice of reading and recording dance movement by means of symbols as devised by Rudolf Laban.

DAN 325, 326 ***ea. 2 credits***
Advanced Intermediate Modern Dance I & II
Prerequisite: Intermediate Modern Dance I or II or permission of instructor.

The study of the specific technique of a contemporary modern dancer on the advanced/intermediate level.

DAN 327, 328 ***ea. 2 credits***
Advanced Intermediate Ballet I & II
Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced intermediate level.

DAN 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of dance that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

DAN 330 ***1 credit***
Pointe
Prerequisite: Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on pointe.

DAN 331 ***3 credits***
Dance Pedagogy
Prerequisite: Intermediate technique, junior or senior.

Methods of teaching dance based on anatomical knowledge of the body with concentration on effective presentation skills, feedback and evaluation and development of lesson plans.

DAN 333 ***3 credits***
Creative Movement for Children
Prerequisite: Intermediate technique, junior or senior standing.

Instruction in movement skills, child development and creative activities needed to guide the child in the cultivation of movement.

DAN 334 ***3 credits***
Kinesiology for Dancers
Prerequisite: Intermediate technique, junior or senior.

An introduction to the study of human movement with specific application to dance, including anatomical structure, postural analysis and injury prevention.

DAN 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in dance designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

DAN 421 ***3 credits***
Dance Composition I
Prerequisite: Intermediate dance technique.

The study of the structure of dance beginning with movement, phrasing, and patterns and progressing to traditional dance forms, including AB, ABA, theme and variation, and rondo.

DAN 422 ***3 credits***
Dance Composition II
Prerequisite: Dance Composition I.

The study of dance styles through improvisation and composition and the development of duet, trio and group dances.

DAN 425, 426 ***ea. 2 credits***
Advanced Modern Dance I & II
Prerequisite: Advanced Intermediate Modern Dance I or II or permission of instructor.

Continuation of the study of a specific technique of a contemporary modern dancer on the advanced level with some work in repertory.

DAN 427, 428 ***ea. 2 credits***
Advanced Ballet I & II
Prerequisite: Advanced Intermediate Ballet I or II or permission of instructor.

The study of classical ballet technique on the advanced level.

DAN 429 ***1-4 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study of a particular aspect of dance not covered in the regular dance curriculum. Enrollment must be made before registration in the form of a written proposal. May be repeated for credit.

DAN 430 ***3-12 credits***
Dance Internship
Prerequisite: Intermediate technique, junior or senior, 2.5 GPA. Permission of instructor.

Supervised field placement giving students an opportunity to study and work in a professional dance environment relating to their specific area of placement. Placements are available in dance studios, professional companies and recreational facilities.

DAN 433, 434 ***ea. 2 credits***
Specialized Study in Advanced Dance Technique
Prerequisites: Advanced Modern Dance I & II, Advanced Ballet I & II and permission of instructor.

Open to exceptional dance students who have attained an advanced level in modern dance and ballet and need further study, including individualized instruction.

Developmental Program

Developmental Program Course Description

ENG 112 ***3 credits***

College Reading Skills

Designed to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension and rate of reading.

ENG 120 ***3 credits***

Developmental Composition

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal skills.

ENG 120S ***3 credits***

Developmental Composition for Speakers of Other Languages

The Same course as ENG 120 except that increased emphasis is placed on English idiomatic usage.

MAT 101 ***3 credits***

Introduction to Algebra

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course is presented through assigned exercises and testing in the Mathematics Laboratory. Three hours per week.

Topics include whole numbers, rational numbers, proportion, percents, integers, order of operations, exponents, algebraic expressions, linear equations, and literal equations. Offered in Fall and Spring Semesters.

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies requirement in mathematics.



Economics

Economics Minor

ECO 201 Principles of Macroeconomics (3)
ECO 202 Principles of Microeconomics (3)
Plus three upper-division economics courses (9)
Total 15

Economics Course Description

ECO 201 ***3 credits***
Principles of Macroeconomics

An introduction to the study of the determination of income, output, employment and prices in the American economy. Emphasis on the gross domestic product and its components.

ECO 202 ***3 credits***
Principles of Microeconomics

A study of economic analysis concerning the factors at work in the marketplace. Emphasis on demand and supply analysis.

ECO 302 ***3 credits***
Intermediate Price Theory
Prerequisite: ECO 202

An in-depth study of microeconomic theory and its application to accounting, banking and finance. Quantitative methods will be introduced in basic problem-solving cases.

ECO 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of economics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ECO 366 ***3 credits***
Money and Banking
Prerequisite: ECO 201

The study of money and its effects on prices, output and employment. Emphasis on monetary theory and policy.

ECO 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in economics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance or registration.

ECO 423 ***3 credits***
Public Finance and Taxation
Prerequisites: ECO 201, ECO 202

A study and economic analysis of government expenditures, taxation, public debt, and monetary and fiscal policies. A critical examination of the role of the public sector in a mixed capitalistic system.

ECO 424/POL 424 ***3 credits***
International Political Economy
Prerequisite: ECO 201

An exploration of the linkage between politics and economics in international affairs. Emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U.S. economic foreign policy.

ECO 427 ***3 credits***
Economic History of the United States
Prerequisites: ECO 201, ECO 202

Analysis of such problems in American economic history as land policy, working conditions and organization of labor, expansion of national income, development of transportation, production and distribution, and changing public policy. Relates such problems to money, banking, tariff, public expenditures, taxation, the national debt and American political philosophies.

ECO 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of economics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Elementary Education

See Teacher Preparation Programs section for full explanation of requirements.

The program in elementary education is designed for students who plan to teach in the elementary grades (1-6).

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Specific requirements in Basic Studies I and II is MAT 131.		
Major Requirements		58
EDU 180	Practicum I: Basic Principles of Teaching	(3)
EDU 221	Human Growth and Development*	(3)
EDU 222	Contemporary Concerns in School and Society	(3)
EDU 280	Practicum II: Introduction to the Instructional process	(3)
EDU 304	The Exceptional Child	(3)
EDU 330	Mathematics in the Elementary School	(3)
EDU 331	Humanities in the Elementary School	(3)
EDU 332	Language Arts in the Elementary School	(3)
EDU 334	Introduction to Teaching Reading in the Elementary School	(3)
EDU 335	Diagnosis and Remediation of Reading Problems in the Elementary School	(3)
EDU 338	Science in the Elementary School	(3)
EDU 339	Social Studies in the Elementary School	(3)
EDU 425	Educational Management and Organization	(3)
EDU 427	Measurement and Evaluation	(3)
EDU 428	Critical issues in Curriculum and Philosophy	(3)
EDU 480	Student Teaching	(12)
EDU 481	Student Teaching Seminar	(1)
Physical Education Requirements		4
Electives		17
	Total Credits	*124*

** May be applied to Basic Studies II Social Science requirement.*

Elementary Education/ Early Childhood

Students who major in Elementary Education/Early Childhood must satisfy all of the elementary education requirements and also take EDU 315 Theory and Research in Early Childhood and EDU 316 Curriculum and Methods for Early Childhood. Requirements for this program are subject to change if state teacher certification requirements are changed.

Education Course Description

EDU 112 ***3 credits***

Introduction to Education

Survey of the theories and practices which have affected the institution of the school; exploration of the historical and sociological issues of education and their influences on the individual. Structure and operation of the American school system.

EDU 180 ***3 credits***

Practicum I: Basic Principles of Teaching

This course begins the future teacher preparation. It also provides the opportunity for students to determine if teaching is something they want to pursue. Each student spends approximately 4 hours per week doing directed observation and tutorial work in the classroom. Seminars focus on basic themes derived from Florida Essential Generic Teaching Competencies.

EDU 221/PSY 221 ***3 credits***

Human Growth and Development

A longitudinal study of human development, considering the emotional, physical, social and intellectual factors of growth from the prenatal period through old age. Three hours per week, and scheduled field observation may be required.

EDU 222 ***3 credits***
Contemporary Concerns in School and Society
Prerequisite: EDU 221

The study of societal issues which have an impact on the functioning of the schools. The major emphasis is on interventive techniques which are effective in multicultural education and with students who are at risk.

EDU 228 ***3 credits***
Microcomputers in Elementary Education
Prerequisite: EDU 221

An exploration of computer-assisted instruction in the K-12 classroom. Major topics include integration of courseware into the curriculum, management system design for effective use of microcomputers, evaluation of educational software, and basic programming for the teacher.

EDU 280 ***3 credits***
Practicum II: Introduction to the Instructional Process
Prerequisite: EDU 180 and EDU 221.

The principle objective of this course is to teach the student how to write, present, and evaluate a lesson plan. Students spend 7-8 hours per week observing and teaching. Seminars provide education in direct instruction and opportunities for peer teaching practice. This course includes substantial instructor feedback and at least one formal observation.

EDU 304 ***3 credits***
The Exceptional Child
Prerequisite: EDU 221 (or concurrently).

Study of various exceptionalities and their incidence; includes etiology and identification of classifications of exceptionalities and relevant sociological, philosophical and psychological implications for education. Three hours per week and scheduled field observations. Offered only Fall semester on main campus.

EDU 305 ***3 credits***
Physical Education in the Elementary School
Prerequisite: EDU 221 and Sophomore standing.

Designed for elementary education majors. Emphasis is on teaching skills, reference materials and equipment.

EDU 315 ***3 credits***
Theory and Research in Early Childhood
Prerequisite: EDU 221

A survey of the theories and research related to child development and the teaching-learning process as applied to current early childhood programs. Lecture, seminar, and observations are combined to establish relationships between theory and practice. Three hours per week and scheduled field experiences. Offered only Fall semester on main campus.

EDU 316 ***3 credits***
Curriculum and Methods for Early Childhood
Prerequisite: EDU 221 and EDU 315

An experientially based study of desired behaviors in young children and of teaching attributes effective in producing such desired behaviors. Study and observation of programs, curricular materials and methods in early childhood education. Three hours per week and scheduled field experiences. Offered only Spring semester on main campus.

EDU 321 ***3 credits***
The School Program
Prerequisite: EDU 221

An overview of the elementary through secondary school program, organization, curricula and administration. Survey of current trends and innovations. Three hours per week and scheduled field experiences.

EDU 323 ***3 credits***
Method: Theory and Practice
Prerequisite: EDU 221

A critical study of methods in teaching, their theoretical development and practical applications. Laboratory work, including microteaching, that focuses on instructional methods and behavior control. Three hours per week and scheduled field experiences.

EDU 325/SPH 325 ***3 credits***
Introduction to Speech Disorders
Prerequisite: EDU 221 and EDU 304

The nature, causes, and treatment of certain speech disorders, such as defective

articulation, stuttering, cleft palate and voice disorders. Offered only Fall semester on main campus.

EDU 326 ***3 credits***
Art in the Elementary School
Prerequisite: EDU 221

The theory and practice of art instruction in the elementary school: understanding the creative experience in visual arts through classroom lecture, workshop activity and selected field experience. Offered only Fall semester on main campus.

EDU 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division dean.

Designed for small groups of students to pursue in depth a particular aspect of education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

EDU 330 ***3 credits***
Mathematics in the Elementary School
Prerequisite: MAT 131 and EDU 221

A study of methods and problems in the teaching of mathematics in the elementary school. Topics include developing number concepts, examination of the algorithms in relation to common errors made by students, diagnosing areas of difficulties of students, developing individualized programs of instruction, constructing tests of pre- and post-assessment, grading the individual and use of informal reinforcement aids. Three hours per week and scheduled field experiences. Offered only Fall semester on main campus.

EDU 331
Humanities in the Elementary School
Prerequisite: EDU 221

A study of methods integrating children's literature, music, art, drama, and movement into the elementary school curriculum. Includes folklore, poetry, fantasy, and realism. Offered only Fall semester on main campus.

EDU 332 ***3 credits***
Language Arts Development in the Elementary School
Prerequisite: EDU 221

A survey of the development of language arts skills from birth through the elementary school years: listening, speaking, reading and writing. Activities to enhance language arts skills development are designed and evaluated. Three hours per week and scheduled field experiences. Offered only Spring semester on main campus.

EDU 333/ENG 333 ***3 credits***
Adolescent Literature
Prerequisite: ENG 122 and EDU 221

The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools.

EDU 334 ***3 credits***
Introduction to Teaching Reading in the Elementary School
Prerequisite: EDU 221

Investigation of basic theories underlying traditional and newer approaches to the teaching of reading. Study and evaluation of essential reading skills involved in readiness, decoding, comprehension and study skills. Three hours per week and scheduled field experiences. Offered only Spring semester on main campus.

EDU 335 ***3 credits***
Diagnosis and Remediation of Reading Problems in the Elementary School
Prerequisite: EDU 221 and EDU 334

Administration and interpretation of informal reading inventories, criterion tests and other diagnostic measures. Application of specific methods and materials for remediation of reading problems. Knowledge of causation and remediation of various types of reading problems. Three hours per week and scheduled field experiences. Offered only Fall semester on main campus.

EDU 337 ***3 credits***
Children's Literature in the Elementary School
Prerequisite: EDU 221

The study of literature, either expressly

written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

EDU 338 ***3 credits***
Science in the Elementary School
Prerequisite: At least one college-level science course and EDU 221

Study of fundamental concepts in natural science; analysis of techniques, materials and procedures in the instruction of all aspects of natural science at the elementary level. Three hours per week and scheduled field experiences. Offered only Fall semester on main campus.

EDU 339 ***3 credits***
Social Studies in the Elementary School
Prerequisite: EDU 221

The examination of teaching strategies in the development of a social studies program. Topics include a study of current trends in social studies instruction, preparing the student for social instruction, developing tests, developing materials for resources, and utilizing methods of formal and informal instruction. Three hours per week and scheduled field experiences. Offered only Spring semester on main campus.

EDU 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor or division dean.

A variable content course in education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

EDU 421 ***3 credits***
Practicum in Reading Methodology and Techniques 7-12 Secondary Level

Opportunity for the student to study diagnosis and correction of reading difficulties. Students work with the latest materials, equipment, techniques and evaluative procedures.

EDU 422 ***3 credits***
Educational Media in the Elementary School
Prerequisite: EDU 221

Preparation, production and use of educational media including graphics, photography and personally produced video materials as instructional media.

EDU 425 ***3 credits***
Educational Management and Organization
Prerequisite: Senior standing or permission of instructor and division dean.

A broad and critical analysis of school and classroom management issues which includes the organization of the American educational system, legal issues related to education including the rights of both teachers and students, and the Florida Performance Management System.

EDU 427 ***3 credits***
Measurement and Evaluation
Prerequisite: EDU 221, EDU 304 and at least junior standing.

Study of the principles of psychometrics, review and appraisal of psychological and educational tests with emphasis on educational diagnosis and interpretation, including testing of the exceptional child.

EDU 428 ***3 credits***
Critical Issues in Curriculum and Philosophy
Prerequisite: Senior standing or permission of instructor and division dean.

This is a capstone academic course for the teacher education major and should be taken the semester prior to the final internship. Using the framework of current issues, the student will synthesize practical and theoretical knowledge in the field of education, with special emphasis on curriculum and philosophy.

EDU 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division dean.

Intensive individual study in a particular aspect of education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Requests for enrollment must be made prior to registration in the form of a written proposal. May

be repeated for credit. Weekly meetings with instructor.

EDU 435 ***3 credits***
Advanced Diagnosis and Remediation of Reading Problems in the Elementary School
Prerequisite: EDU 334 and EDU 335

Investigation of diagnostic tools and remediation techniques and materials for the reading specialist; testing and tutoring of children with reading problems; preparation of case studies. Three hours per week and scheduled field experiences.

EDU 436 ***3 credits***
Practicum in Reading
Prerequisite: EDU 334 and EDU 335

Examination of various reading programs including the Title I and migrant programs of surrounding counties. Research into recent trends in reading. Clinical diagnosis and remediation of children with reading problems. Three hours per week and scheduled field experiences.

EDU 439 ***3 credits***
Special Methods of Teaching Secondary Subjects
Prerequisite: Admission to Teacher Preparation Program, EDU 210 and junior standing.

Study of methods and processes specific to the student's teaching area. Provides a laboratory experience for prospective secondary teachers with focus on teacher behaviors, methodologies and classroom management. Three hours per week and scheduled field experiences.

EDU 460 ***3 credits***
Planning Individualized Instruction in the Elementary School
Prerequisite: EDU 221 and at least junior standing.

Examination and application of various techniques used to form individual learning plans. Includes theory, practice and application of techniques in the classroom, both elementary and secondary. Three hours per week and scheduled field experiences.

EDU 470 ***3 credits***
Evaluation of Educational Programs
Prerequisite: Permission of division dean.

Study of systematic methods of collecting data that are descriptive of outcomes of school programs and the assignment value to the data. Questionnaires, interview guides and observation are studied. Students construct, apply and assign value to instruments used in program evaluation procedures.

EDU 472 ***3 credits***
Theory and Practice of Curriculum Development
Prerequisite: Permission of division dean.

Study of theoretical bases in the development of school curricula; examination and analysis of current curriculum practices and issues and their effect upon the learning process.

EDU 480 ***12 credits***
Student Teaching
Prerequisite: Completion of all education program requirements including EDU 280, a cumulative 2.50 grade point average, and a grade of C or better in all education courses.

A full-time practice teaching experience in the classroom. Taken in the senior year under the supervision of a qualified teacher and a college supervisor. Students apply the knowledge and skills acquired in their professional preparation. Requires time block coinciding with daily schedules of teachers, usually from 8 a.m. to 3:30 p.m. Open only to approved students who have applied for student teaching through the Department of Education. Fee. EDU 481 Student Teaching Seminar required concurrently. This is a pass/fail course.

EDU 481 ***1 credit***
Student Teaching Seminar
Prerequisite: Concurrent enrollment in EDU 480 or consent of department.

Problem-solving seminar to accompany student teaching experience (EDU 480). This is a pass/fail course.

EDU 499 ***3 credits***
Senior Seminar

Overview of the problems and issues that concern the professional teacher.

English

The study of English language and literature provides students with the basic communications skills necessary for successful completion of their college program. In composition students learn to read intelligently and to think and write effectively. In literature they study the uses of language as art.

The English major is designed as preparation for graduate study and for teaching. It also serves as excellent background for careers in advertising, publishing, public relations, free-lance writing and as preparation for the study of law and library science. Students may elect either (1) the literature track, designed primarily as preparation for graduate study; (2) the writing track, which emphasizes specialized writing applicable to the professions cited above; or (3) the teaching track, which leads to secondary school certification.

Literature

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Foundation Courses		12
ENG 221	Survey of English Literature I*	(3)
ENG 222	Survey of English Literature II*	(3)
ENG 223	Survey of American Literature I*	(3)
ENG 224	Survey of American Literature II*	(3)
Major Requirements		27
ENG 321	The English Novel or	
ENG 433	Modern British and American Writers	(3)
ENG 323	History and Structure of the English Language	(3)
ENG 338	Modern American Drama or	
ENG 339	Modern British and European Drama	(3)
ENG 328	Biography and Autobiography or	
ENG 435	Literary Criticism	(3)
ENG 422	Shakespeare	(3)
ENG 427	Restoration and Eighteenth Century English Literature or	
ENG 431	Nineteenth Century English Literature or	
ENG 436	Chaucer and Milton	(3)
HUM 499	Senior Seminar	(3)
(See other sections of the catalog for a description of this course.)		
Two other upper-level English courses		(6)
Physical Education Requirement		4
Electives		36
		Total Credits 124

** May be applied to Basic Studies I or Basic Studies II*

English/Secondary Education

The college offers a specialization in English for Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize certification. See Teacher Preparation Programs section for a list of other important requirements and information for English for Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this program.

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Foundation Courses		12
ENG 221	Survey of English Literature I*	(3)
ENG 222	Survey of English Literature II*	(3)
ENG 223	Survey of American Literature I*	(3)
ENG 224	Survey of American Literature II*	(3)
Major Requirements		24
ENG 201	Expository Writing	(3)
ENG 323	History and Structure of the English Language	(3)
ENG 422	Shakespeare	(3)
ENG 433	Modern British and American Writers	(3)
ENG 499	Senior Seminar	(3)

SPH 221 Fundamentals of Speech (3)
Two other upper-level English courses (6)
Professional Education Courses 40
EDU 180 Practicum I: Basic Principles of Teaching (3)
EDU 221 Human Growth and Development** (3)
EDU 222 Contemporary Concerns in School and Society (3)
EDU 280 Practicum II: Introduction to the Instructional Process (3)
EDU 333 Adolescent Literature (3)
EDU 425 Educational Management and Organization (3)
EDU 427 Measurement and Evaluation (3)
EDU 428 Critical Issues In Curriculum and Philosophy (3)
EDU 439 Special Methods of Teaching Secondary English (3)
EDU 480 Student Teaching (12)
EDU 481 Student Teaching Seminar (1)
(See other sections of the catalog for descriptions of these courses)
Physical Education Requirements 4

Total Credits 124

** May be applied to Basic Studies I or Basic Studies II*

*** May be applied to Basic Studies II in Social Science*

Writing

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Foundation Courses	12
ENG 221 Survey of English Literature I*	(3)
ENG 222 Survey of English Literature II*	(3)
ENG 223 Survey of American Literature I*	(3)
ENG 224 Survey of American Literature II*	(3)
Major Requirements	27
ENG 323 History and Structure of the English Language	(3)
HUM 499 Senior Seminar	(3)
Four courses from the following:	(12)
ENG 201 Expository Writing	
ENG 227 Basic Journalistic Writing	
ENG 324 Reviewing and Critical Writing	
ENG 326 Playwriting	
ENG 328 Biography and Autobiography	
ENG 334 Writing the Short Story	
ENG 335 Verse Writing	
ENG 430 Independent Writing	
Three other upper-level English courses	(9)
Physical Education Requirements	4
Electives	36
Total Credits 124	

** May be applied to Basic Studies I or Basic Studies II*

English Minor

ENG 221 Survey of English Literature I (3)
ENG 222 Survey of English Literature II (3)
ENG 223 Survey of American Literature I (3)
ENG 224 Survey of American Literature II (3)
Electives:
Three upper-level English courses (9)

Total 21

English Course Descriptions

ENG 112 ***3 credits***
College Reading Skills

Design to help students improve their basic reading and study skills. Includes classroom instruction and laboratory practice in developing vocabulary, comprehension and rate of reading.

ENG 114 ***3 credits***
Composition and Grammar for Speakers of Other Languages

A course designed to remedy the special problems of non-native speakers. Emphasis is on spoken as well as written English.

ENG 118 ***3 credits***
Composition for Speakers of Other Languages
Prerequisite: ENG 120 or waiver.

A course designed to help non-native speakers improve their reasoning and writing skills, especially for academic purposes. Increased emphasis is on English idiomatic usage. This course requires a minimum of a "C" grade for passing.

ENG 120 ***3 credits***
Developmental Composition

A course designed to remedy the special problems of students whose English preparation reveals marked deficiencies in verbal

skills. To ensure competence in oral communications, a speech component is included.

ENG 121 ***3 credits***
Composition
Prerequisite: ENG 120 or waiver.
Required of all freshmen. The techniques of effective writing, logical thinking and intelligent reading, with special emphasis on expository writing. To ensure competence in oral communications, a speech component is included. This course requires a minimum of a "C" grade for passing.

ENG 122 ***3 credits***
Composition and Literature
Prerequisite: ENG 121 or 121S
A continuation of ENG 121. Expository writing based on analytical study of literary genres. To ensure competence in oral communications, a speech component is included.

ENG 201 ***3 credits***
Expository Writing
Prerequisite: ENG 122
The writing of articles, essays, and reports centered on individual student needs in technical writing, business reports and creative essays.

ENG 221 ***3 credits***
Survey of English Literature I
Prerequisite: ENG 122
An introduction to the poetry, prose and drama of English literature from its beginnings through the 18th century.

ENG 222 ***3 credits***
Survey of English Literature II
Prerequisite: ENG 122
An introduction to English literature from the 19th century to World War I.

ENG 223 ***3 credits***
Survey of American Literature I
Prerequisite: ENG 122
An introduction to American literature from the colonial writers through the romantics: Edwards, Taylor, Hawthorne, Poe, Emerson, Thoreau, Melville.

ENG 224 ***3 credits***
Survey of American Literature II
Prerequisite: ENG 122
An introduction to American literature from the realists to the writers of the 1920's and after: Whitman and Twain through O'Neill and Hemingway.

ENG 225 ***3 credits***
World Literature I
Prerequisite: ENG 122
A survey of the literature of the Western World in translation, from the ancient Greek through the Renaissance periods.

ENG 226 ***3 credits***
World Literature II
Prerequisite: ENG 122
A survey of the literature of the Western World in translation, including the literary traditions of Neoclassicism, Romanticism, Naturalism and Symbolism.

ENG 227 ***3 credits***
Basic Journalistic Writing
Prerequisite: ENG 122
Basic theories and procedures in collecting and writing news.

ENG 317 ***3 credits***
Black American Literature
Prerequisite: ENG 122
A study of major black American authors, with emphasis on Langston Hughes, Richard Wright, Ralph Ellison, James Baldwin and LeRoi Jones.

ENG 318 ***3 credits***
Communications Pre-Internship
Prerequisites: ENG 122, acceptance to the internship by the chair of English, and approval by the division dean.
Provides students an opportunity to use their writing skills in an arena where they will work with professional writers, editors, and producers. The internship takes place in a newspaper or magazine office or in a radio or television station. May be taken twice for credit.

ENG 321 ***3 credits***
The English Novel
Prerequisite: ENG 122
The historical development of the English novel of the 18th and 19th centuries.

ENG 323 ***3 credits***
History and Structure of the English Language
Prerequisite: ENG 122
An eclectic approach to the history of the English language through discussion of phonology, morphology, syntax and vocabulary.

ENG 324 ***3 credits***
Reviewing and Critical Writing
Prerequisite: ENG 122
Writing and analyzing reviews of films, plays and television programs.

ENG 326/THE 326 ***3 credits***
Playwriting
Prerequisite: ENG 122 or permission of instructor.
Fundamentals of writing for the stage. Students have the option of writing scripts designed for television or motion pictures. Emphasis on plot, theme, dialogue and characterization.

ENG 328 ***3 credits***
Biography and Autobiography
Prerequisite: ENG 122
A study of the lives of eminent and influential men and women in Western civilization combined with student writing in this genre.

ENG 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and department chair.
Designed for small groups of students to pursue in depth a particular aspect of English that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

ENG 333/EDU 333 ***3 credits***
Adolescent Literature
Prerequisite: ENG 122 and EDU 221
The study of literature written for adolescents or young adults including realism, romanticism, fantasy and science fiction, and biography. Special emphasis is paid to books commonly used in high schools.

ENG 334 ***3 credits***
Writing the Short Story
Prerequisite: ENG 122 or permission of instructor.
Technique in writing short fiction: plot, characterization, point of view, setting, style.

ENG 335 ***3 credits***
Verse Writing
Prerequisite: ENG 122 or permission of instructor.
Technique in writing poetry: theme, imagery, musical devices and metrics.

ENG 337 ***3 credits***
Children's Literature
Prerequisite: ENG 122 or permission of instructor.
The study of literature, either expressly written for children or traditionally given to children, including folklore, poetry, fantasy, modern realistic fiction, biography, historical fiction and information books.

ENG 338/THE 338 ***3 credits***
Modern American Drama
Prerequisite: ENG 122
A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams.

ENG 339/THE 339 ***3 credits***
Modern British and European Drama
Prerequisite: ENG 122
A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne.

ENG 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and department chair.
A variable content course in English that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

ENG 422 ***3 credits***
Shakespeare
Prerequisite: ENG 122

Selected sonnets, comedies, histories, tragedies, with consideration of Shakespeare's dramaturgical development.

ENG 427 ***3 credits***
Restoration and Eighteenth-Century English Literature
Prerequisite: ENG 221 or 222

A study of the literature of the Neoclassical period, with emphasis on Dryden, Swift, Pope, Addison and Steele, Johnson and Boswell.

ENG 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and department chair.

Intensive individual study in a particular aspect of English that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Students must submit a written request for enrollment prior to registration. May be repeated for credit. Weekly meetings with instructor.

ENG 430 ***3 credits***
Independent Writing
Prerequisite: ENG 122 and permission of instructor.

Advanced study in writing longer works, such as full-length plays and novels. May be taken twice for credit.

ENG 431 ***3 credits***
Nineteenth-Century English Literature
Prerequisite: ENG 221 or 222

A study of the poetry and prose of the Romantic and Victorian eras exclusive of the novel.

ENG 433 ***3 credits***
Modern British and American Writers
Prerequisites: ENG 221, 222, and 223 or 224

A study of selected poetry and fiction by British and American writers since 1900.

ENG 435 ***3 credits***
Literary Criticism
Prerequisite: English 122 and permission of instructor.

Principles and methods of literary criticism; application of critical methods to works by representative writers.

ENG 436 ***3 credits***
Chaucer and Milton
Prerequisite: ENG 122

A study of selected works by two "literary giants" in English literature.

Fine Arts

Courses in Fine Arts may be used to fulfill Basic Studies requirements or elective credit.

Fine Arts Course Descriptions

FAS 121 ***3 credits***
Introduction to Fine Arts

An approach to visual, musical and dramatic works of art designed to increase the student's understanding and aesthetic pleasure as well as to develop acquaintance with techniques and terminology in the arts.

FAS 123 ***3 credits***
Introduction to Film

A survey course treating film as a modern art form. Includes thematic content and aesthetic problems that face film theoreticians.

FAS 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of fine arts that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

FAS 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in fine arts that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

FAS 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of fine arts that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Foreign Languages

No majors are offered in Foreign Languages. If there is enough demand, sufficient credits can be accumulated to allow secondary teacher certification in Spanish provided that the candidate has otherwise qualified for secondary teacher certification in English, history, or political science. Nine hours beyond the minor of 15 hours are required.

Spanish Minor

SPA 311 Spanish, Level 3-A	(3)
Electives:	
Any four other Spanish courses	(12)
	Total 15

Foreign Languages Course Descriptions

FRL 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor or department chair.

Designed for small groups of students to pursue in depth a particular aspect of foreign languages that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

FRL 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and department chair.

A variable content course in foreign languages that is designed for a specific class level: freshman (100) through senior (400).

FRL 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and department chair.

Intensive study in a particular aspect of foreign languages that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Spanish Course Descriptions

SPA 111 ***3 credits***
Spanish Level 1-A
Prerequisite: None

I.General, or
II.Medical Spanish
Course goals are given at SPA 112.

SPA 112 ***3 credits***
Spanish Level 1-B (General only)
Prerequisite: SPA 111 or one year of high school Spanish.

A course designed to enable the student to: (1) speak so as to satisfy simple courtesy and on only familiar topics; (2) understand utterances about survival needs and travel requirements; (3) to read very simple connected material; and (4) write adequately to meet limited practical needs.

SPA 211 ***3 credits***
Spanish Level 2-A
Prerequisite: SPA 112 or two years of high school Spanish or placement.

I. Business Spanish; or
II. Health-related Spanish

Course goals are given at SPA 212; may be repeated with different subject matter.

SPA 212 ***3 credits***
Spanish Level 2-B
Prerequisite: SPA 211.I or 211.II, respectively.

I. Business Spanish; or
II. Health-related Spanish

A course designed to enable the student to: (1) speak so as to satisfy routine social demands and limited work requirements; (2) understand utterances at this same level; (3) read simple authentic material within a familiar context; and (4) write routine social correspondence and meet most limited work requirements.

SPA 311 ***3 credits***
Spanish Level 3-A
Prerequisite: SPA 212.I or 212.II, respectively.

I. Business Spanish; or
II. Health-related Spanish

The first of two courses designed to enable the student: (1) to speak so as to participate effectively in formal and informal conversations; (2) to understand most utterances at this same level; (3) to read at a normal pace, with nearly complete comprehension, a variety of prose in a professional field, as well as other materials; and (4) to write effectively in normal exchanges on practical, social and professional topics.

SPA 312 ***3 credits***
Spanish Level 3-B
Prerequisite: SPA 311.I or 311.II, respectively.

Composition and Advanced Conversation. A non-technical course to complete the goals of Level 3.

SPA 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: SPA 312 Peninsular Literature

Selected works in Spanish literature combining library and videocassette studies.

SPA 411 ***3 credits***
Advanced Spanish Grammar
Prerequisite: SPA 312

A critical review of the latest grammar proposed by the Royal Spanish Academy.

SPA 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: SPA 312 Latin American Literature

Selected works from the Americas, emphasizing Mexican and Argentine literature, combining library and videocassette studies. May be repeated for credit.

French Course Descriptions

(Prerequisites similar to Spanish.)

FRE 111 ***3 credits***
French Level 1-A.

FRE 112 ***3 credits***
French Level 1-B.

FRE 211 ***3 credits***
French Level 2-A.

FRE 212 ***3 credits***
French Level 2-B.

German Course Descriptions

(Prerequisites similar to Spanish.)

GER 111 ***3 credits***
German Level 1-A.

GER 112 ***3 credits***
German Level 1-B.

GER 211 ***3 credits***
German Level 2-A.

GER 212 ***3 credits***
German Level 2-B.

Geography

No major in geography is offered. The courses are designed especially for prospective elementary and secondary school teachers, as well as for students desiring a general background in the subject.

Geography Course Descriptions

GEO 221 ***3 credits***
Introduction to Physical and Cultural Geography
Prerequisite: Sophomore standing or permission of instructor.

Topics in this course include maps and map reading, the history of geography, earth forms, weather, climate, soils, water, plants, minerals, conservation and natural resources, along with political, economic and cultural developments, population, settlement and urbanization. The teaching of geography at the elementary level and secondary levels is also emphasized.

GEO 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in geography that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

GEO 421/POL 421 ***3 credits***
Political Geography
Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

Health Care Administration

A 42-hours major in health care administration is designed for students who plan careers in this field. Students accepted in this major must have an R.N. certificate, an associate degree in a health care program, or substantial experience in the health care field.

Program Components		***Semester Hours***
Basic Studies		30
Basic Studies II		15
(PHI 324, Medical Ethics is required for needed PHI or PHI/REL course)		
Major Requirements		42
HCA 302	Health Care Organization	(3)
HCA 401	Public Health and Epidemiology	(3)
HCA 425	Health Care Internship	(3)
HCA 499	Seminar in Health Care Planning and Policy	(3)
Other required courses		
ACC 201	Principles of Accounting I	(3)
ECO 201	Principles of Macroeconomics	(3)
FIN 326	Financial Principles in Health Care	(3)
GBA 333	Business and Health Law	(3)
GBA 325	Business Statistics	(3)
MGT 302	Management Principles in Health Care	(3)
MGT 331	Management of Human Resources	(3)
MGT 412	Organizational Behavior & Development	(3)
MGT 421	Management Information Systems	(3)
MKT 301	Principles of Marketing	(3)
(See other sections of the catalog for descriptions of these courses)		
Recommended Electives: COM 130 Microcomputer Applications, HCA 306 Health Care Economics, MGT 498 Organization Theory, POL 325 Public Administration, PSY 319 Human Behavior in Stress and Crisis, REL 424* Death and the Meaning of Life.		
Electives		33
		Total Credits 120

** May be applied to Basic Studies*

Health Care Administration Course Descriptions

HCA 302 ***3 credits***

Health Care Organization

Analysis of organizational structure, the nature of health and health care delivery. Emphasizes the interrelatedness of cultural, economic, political, and social aspects of health care delivery along with its services and management.

HCA 306 ***3 credits***

Health Care Economics

A basic study of the major economic issues facing the health care industry. Emphasis on the major elements of economic theory from a micro-economic perspective and how these theories are applied in the health service sector.

HCA 329 ***3 credits***

Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of health care administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

HCA 100-400 ***1-3 credits***

Special Topics

Prerequisite: Permission of instructor and division chair.

A variable content course in health care administration that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HCA 401 ***3 credits***

Public Health and Epidemiology

Prerequisite: GBA 325

This course is a basic study of the history and basics of public health, the control and prevention of disease, the relationship between health and environment, and epidemiology.

HCA 425 ***3 credits***

Health Care Internship

Prerequisites: FIN 325 or 326, GBA 331 or 333, HCA 302, MGT 301 or 302, and must be taken during the last 15 hours of residency.

A course designed to provide the student the opportunity to integrate and operationalize all previously learned health care management knowledge and skills. The student identifies a health management area for study. The management area of study and the practicum are mutually agreed upon by the student, the faculty member and the health facility preceptor.

HCA 429 ***1-3 credits***

Advanced Directed Study and Research

Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of health care administration that isnot covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HCA 499 ***3 credits***

Senior Seminar in Health Care Planning and Policy

Prerequisites: FIN 325 or 326, GBA 331 or 333, HCA 302, MGT 301 or 302, and must be taken during the last 15 hours of residency.

A capstone course that integrates the academic disciplines related to health care for use in planning, implementation and evaluation of programs and services.

History

A 36-hours major in history is designed as preparation for graduate study in history, as part of a pre-law program, for library or museum careers or as part of a general liberal education.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Major Requirements	36
HTY 121 United States History to 1865*	(3)
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1500**	(3)
HTY 124 Western Civilization Since 1500	(3)
HTY 339 Readings in History	(3)
HTY 427 History of Ideas	(3)
HTY 499 Senior Seminar in History	(3)
Five other upper-division (300-400 level) courses in history	(15)
Physical Education Requirements	4
Electives	39
	Total Credits 124

** May be applied to Basic Studies I*
*** May be applied to Basic Studies II*

History/Secondary Education

The College offers a specialization in History/Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize this certification. See the Teacher Preparation Program section for a list of requirements for History/Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this dual program.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Major Requirements	36
HTY 121 United States History to 1865*	(3)
HTY 122 United States History Since 1865	(3)
HTY 123 Western Civilization to 1599**	(3)
HTY 124 Western Civilization Since 1500	(3)
HTY 339 Readings in History	(3)
HTY 427 History of Ideas	(3)
HTY 499 Senior Seminar in History	(3)
Five other upper-division (300-400 level) courses in history	(15)
Professional Education Courses	37 hours
EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Human Growth and Development***	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 439 Special Methods in Teaching Secondary History	(3)
EDU 480 Student Teaching	(12)
EDU 481 Special Teaching Seminar	(1)
(See other sections of this catalog for descriptions of these course)	
Physical Education Requirements	4
	Total Credits 124

** May be applied to Basic Studies I*
*** May be applied to Basic Studies II*
**** May be applied to Basic Studies II Social Science*

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with a stronger qualification for a teaching position. In addition to completing the 36 hours in history and the 37 hours in education, students need to take 18 additional hours: six hours in political science, including POL 223; six hours in economics; three hours in geography; and either HTY 227 or HTY 233.

History Minor

HTY 121 United States History to 1865 or HTY 122 United States History Since 1865	(3)

HTY 123 Western Civilization to 1500 or
HTY 124 Western Civilization
Since 1500 (3)
Four other electives in history, at least two of which must be upper-division (300-400 level) (12)
Total 18

History Course Descriptions

HTY 121 ***3 credits***
United States History to 1865
A survey of the principal movements, events, ideas and personalities in U.S. History from colonial times to the Civil War.

HTY 122 ***3 credits***
United States History Since 1865
A survey of the principal movements, events, ideas and personalities in U.S. History from the Civil War to the present.

HTY 123 ***3 credits***
Western Civilization to 1500
A survey of the principal movements, events, ideas and personalities in the Western World from ancient times to 1500.

HTY 124 ***3 credits***
Western Civilization Since 1500
A survey of the principal movements, events, ideas and personalities in the Western World from 1500 to the present.

HTY 225 ***3 credits***
Far Eastern Civilization
A study of the historical development of the civilizations of China and Japan with emphasis on their classical traditions, the impact of Western issues and practices, and developments in the post-World War II era.



HTY 227 ***3 credits***
Latin America and the Caribbean

A survey of the principal movements, events, ideas and personalities in Latin America and the West Indies from the pre-Columbian societies to the present, with emphasis on 20th century developments.

HTY 233 ***3 credits***
The Modern Middle East

A study of the social, political, religious, and economic forces present in the modern Middle East, with emphasis on the period since World War I, Arab-Israeli conflict and oil.

HTY 322/SOC 322 ***3 credits***
Race and Ethnicity in American Culture
Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals and American Indians.

HTY 324 ***3 credits***
Africa South of the Sahara
Prerequisite: Junior standing or permission of instructor.

A survey of the major events, ideas and problems of sub-Sahara Africa, with emphasis on the European colonization period after 1880 and the post-World War II independence movements.

HTY 325 ***3 credits***
Modern Russia
Prerequisite: Junior standing or permission of instructor.

An intensive study of the history and development of Russia since 1900.

HTY 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of history that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HTY 330/POL 330 ***3 credits***
War and Peace
Prerequisite: Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention will be focused on American military history; however, Roman military strategy, warfare in the Middle Ages, and the Napoleonic Wars will be included.

HTY 331 ***3 credits***
The American Civil War
Prerequisite: Junior standing or permission of instructor.

This course covers the period from the election of Abraham Lincoln in 1860 to the end of the Civil War in 1865. In addition to covering important political and military personalities as well as decisive battles and campaigns, social and economic aspects of the American Civil War will also be discussed.

HTY 333/POL 333 ***3 credits***
Palestine and Israel
Prerequisite: Junior standing or permission of instructor.

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

HTY 335/SOC 335 ***3 credits***
Women in American Society

An examination of the roles of women from both a historical and a contemporary perspective with the objective of understanding what it means to be female in America.

HTY 337/POL 337 ***3 credits***
The Legacies of the British Empire
Prerequisite: Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

HTY 339/POL 339 ***3 credits***
Readings in History
Prerequisite: Junior standing or permission of instructor.

Readings, group discussion, and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

HTY 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in history that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the nature of history or such specific issues as the Watergate Affair, Palestine/Israel, or other special topics. Topic to be covered is announced in advance of registration.

HTY 421 ***3 credits***
Europe in the Nineteenth Century
Prerequisite: HTY 124

A study of the principal movements, events and ideas in 19th- century Europe.

HTY 422 ***3 credits***
Europe in the Twentieth Century
Prerequisite: HTY 124

A study of the major currents, events and ideas in European history from 1870 to the present.

HTY 423 ***3 credits***
The United States in the Twentieth Century
Prerequisites: HTY 121, 122

A study of the major currents, events and ideas in United States history from the rise of big business and progressivism to the present.

HTY 425 ***3 credits***
United States Diplomatic History
Prerequisites: HTY 121, 122 or permission of instructor.

An analysis of the nature of diplomacy, the principal schools of thought or interpretations of American foreign policy, and the chief themes in U.S. diplomatic history, with emphasis on the 20th century.

HTY 427/POL 427 ***3 credits***
History of Ideas
Prerequisite: Junior standing or permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western World since the Renaissance.

HTY 428 ***3 credits***
The Far East Since 1945
Prerequisite: HTY 225

A survey of the internal development and international relations of the Far Eastern nations since the end of World War II.

HTY 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of history that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HTY 430 ***3 credits***
The Role of the Military in the Modern World
Prerequisite: Junior standing or permission of instructor.

An examination of the relationships between the soldier, the civilian, defense establishments, and society within the United States and throughout the world.

HTY 490 ***3 credits***
Revolution: Yesterday and Today
Prerequisite: Junior standing or permission of instructor.

A comparative study of the major revolutions in world history, with emphasis on United States, France, Russia and China, and a study of the relationship between revolution and other forms of social change, particularly in the Third World.

HTY 499 ***3 credits***
Senior Seminar in History
Prerequisite: Senior standing in history or international studies.

Directed research and the development and presentation of a senior thesis on a significant historical issue.

Honors Program

Honors Course Descriptions

HON 150 ***3 credits***
The Classical World View
Prerequisite: Admission to the Honors Program or permission of instructor.

Students read and discuss faithful translations of Greek and Roman authors whose works exemplify the breadth and depth of classical learning. Epic poetry, drama and philosophical writings which embrace questions relating to ethics, politics, physics and theology are covered. Of central concern is an inquiry into the purpose and content of a liberal education as first conceived by the classical philosophers.

HON 151 ***3 credits***
The Christian Vision
Prerequisite: Admission to the Honors Program or permission of the instructor.

Students read and discuss original documents in the Judeo-Christian tradition,including Hebrew, Roman Catholic and Protestant authors. They learn to identify the literary, philosophical and theological traditions from which these authors drew, as well as to reflect on the contemporary influence of their thought and its relevance for modern life.

HON 250 ***3 credits***
The Humanistic Tradition
Prerequisite: Admission to the Honors Program or sophomore standing and permission of the instructor.

Students read and discuss important works by diverse authors spanning the broad period from the 15th century Renaissance to the 18th century Enlightenment. Essays, poetry, drama, novels and philosophical writings are explored for their contribution to the revival of the arts and letters and as evidence of a renewed interest in humankind as the center of creation.

HON 251 ***3 credits***
Scientific Revolutions
Prerequisite: Admission to the Honors Program or sophomore standing and permission of the instructor.

Students read and discuss important works that have altered the course of scientific thinking. Books, essays, journals and reports by scientific pathfinders serve as the primary course material, although some laboratory work may be required. Contemporary writings and classic works from the history of science are examined. Of central concern is an investigation of the purposes, procedures and accomplishments of the scientific enterprise.

HON 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Admission to the Honors Program and permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of an honors topic that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

HON 350 ***3 credits***
The Human Condition Reexamined
Prerequisite: Admission to the Honors Program or junior standing and permission of the instructor.

A collectively led seminar on 18th and 19th century developments across the broad spectrum of the social sciences, encompassing history, politics, economics, sociology, psychology, anthropology and technology. Supervised by the course instructor, each student will research and report on a major contributor to the intellectual ferment of ideas that helped to reshape the Western World's concept of human nature.

HON 351 ***3 credits***
The Modern World View
Prerequisite: Admission to the Honors Program or junior standing and permission of the instructor.

A collectively led seminar on 20th century thought, culture and religion. Guided by the

course instructor, each student will research and report on a major figure of the 20th century. Students will combine informed perspectives to discuss intellectual achievements and contemporary issues.

HON 100-400 ***3 credits***
Special Topics
Prerequisite: Admission to the Honors Program and permission of instructor and division chair.

A variable content honors course that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. Satisfies one of the honors program course requirements, excluding HON 498 and 499.

HON 4291-3 credits
Advanced Directed Study and Research
Prerequisite: Admission to the Honors Program and permission of instructor and division chair.

Intensive individual study in a particular aspect of an honors topic that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HON 498 ***1 credit***
Honors Research Methods
Prerequisite: Admission to the Honors Program and junior standing.

Planning for the senior honors project and developing a project proposal under the guidance of a mentor. Researching the available bibliographical and material resources.

HON 499 ***3 credits***
Senior Honors Project
Prerequisite: Senior standing and permission of the Honors Council.

The completion of an original research project under the guidance of a mentor. May satisfy an upper-division major requirement with the consent of the division chair. See the honors program guidebook for further details.

Human Resources Administration

The human resources administration major is designed for those who wish to pursue a career in personnel management or related human services careers. The faculty are associated with the following:

Academy of Management
American Assembly of Collegiate Schools of Business
American Management Association
Association of Collegiate Business Schools and Programs
Association of Human Resources Management and Organizational Behavior

The Division of Business Administration, in cooperation with other divisions, stresses education for the whole person and provides a basis for understanding the economic structure of our products and services must be prepared to support all other segments of our society. The Division endeavors to prepare students to accept their share of this commitment by placing emphasis on an educational program that develops a well-rounded person capable of creative analytical thought and communication. All of this is accomplished with the liberal arts ideal.

The bachelor's degree in Human Resources Administration is designed to prepare students for graduate study and for careers in personnel management or related human services.

Internships are offered for selected students so that they may apply their theoretical skills in a business environment.

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Required Courses		48
ECO 201	Principles of Macroeconomics	(3)
ECO 202	Principles of Microeconomics	(3)
GBA 325	Business Statistics I	(3)
MGT 301	Principles of Management	(3)
MGT 331	Management of Human Resources	(3)

MGT412 Organizational Behavior and Development (3)
MGT441 Labor Relations (3)
PSY 319 Human Behavior in Stress and Crisis (3)
PSY 331 Interviewing and Counseling Skills (3)
SOC 222 Social Problems or
POL 123 Law and Society** (3)
SOC 320 Methods of Social Research (3)
(See other section of the catalog for descriptions of these courses)
Major Requirements
HRA 498 Seminar in Decision Making (3)
HRA 499 Seminar in Human Resources Administration (3)
Two other 300-400 level courses selected from ACC, COM, ECO, FIN, GBA, MGT, MKT, POL 325, PSY, SOC or SWK (6)
Physical Education Requirements 4
Electives 27
Recommended electives include ACC 201 Principles of Accounting I (which may fulfill 300-level required course in this major only), FIN 325 Principals of Finance, MGT 321 Communications for Management and MKT 301 Principles of Marketing.

Total Credits 124

** May be applied to Basic Studies I or Basic Studies II*

*** May be applied to Basic Studies II*

Human Resources Administration Course Descriptions

HRA 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of human resources administration that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

HRA 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in human resources administration that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

HRA 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of human resources administration that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HRA 498 ***3 credits***
Seminar in Decision Making and Problem Solving
Prerequisite: Senior standing.

A study of decision making as a major dependent variable of administrative theory and the processes by which decisions are made, implemented and evaluated. Provides reinforcement of concepts and processes by experimental exercises, role playing and simulation.

HRA 499 ***3 credits***
Seminar in Human Resources Administration
Prerequisite: Senior standing.

A capstone course designed to integrate previous course work into a cohesive framework leading to the achievement of organizational effectiveness through enlightened management. Provides a basis for applying relevant contributions of behavioral sciences to the management of organizations.

Humanities

Humanities Course Descriptions

HUM 101 ***3 credits***
Introduction to the Humanities I

The first part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the ancient Greeks to the Renaissance.

HUM 102 ***3 credits***
Introduction to the Humanities II

The second part of a two-part introduction to the humanities through an integrated study of major works of literature, theatre, art, music and architecture in their historical and philosophical contexts. From the Renaissance through the 20th century.

HUM 228 ***3 credits***
Survey of Arts Management

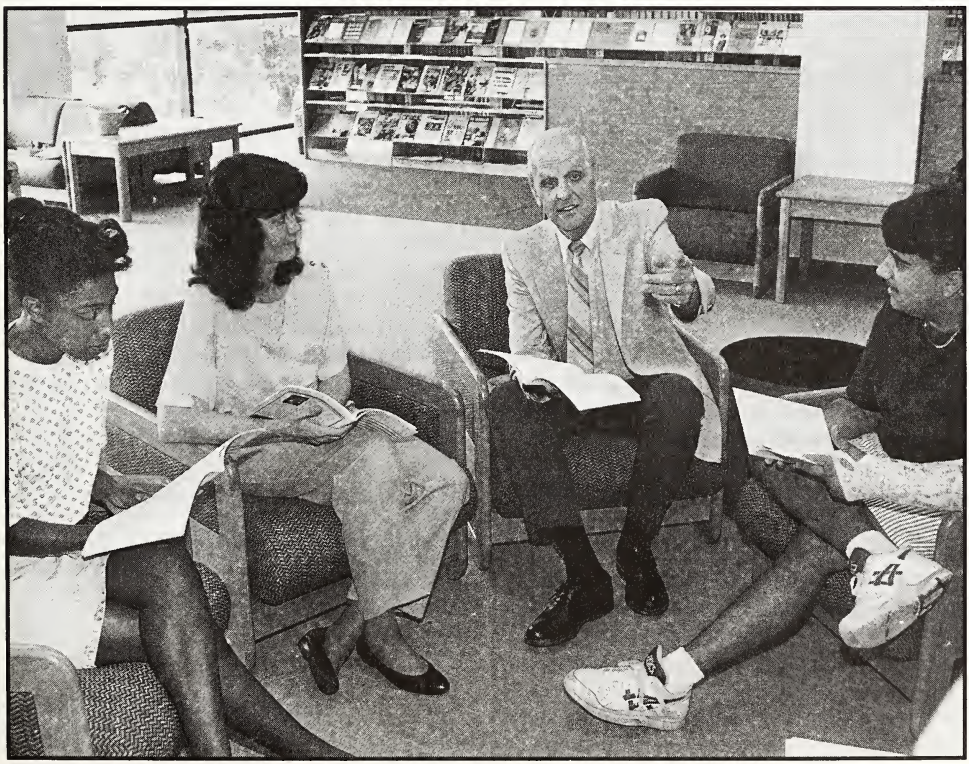
An introduction to basic principles of arts administration: organization, copyright laws, the role of the agent, analysis of audiences, creating aesthetic perspectives, finding solutions to administrative problems in a manner which will allow artists the maximum freedom for creativity.

HUM 320 ***3 credits***
Arts Management

Specific management concerns in the arts will be examined: unionization, boards of directors, censorship, demographics, arts councils, long-range planning and the impact of a changing society.

HUM 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of hu-



manities that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

HUM 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in humanities that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration. For International Studies Seminar option, see Overseas Academic Programs.

HUM 420 ***3 credits***
Humanities in the Elementary School

A course in the teaching of humanities in the elementary school. Materials and methods are explained and course content is carefully considered.

HUM 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of humanities that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

HUM 499 ***3 credits***
Senior Seminar
Prerequisite: Senior standing.

Required during the fall semester of the senior year for those majoring in art, dance, English, music, or theatre. Emphasis on working toward a definition of culture by tracing the progression of humanism and aesthetic theory in art, music and literature from the 18th century to the present.

International Studies

A 36-hour major in international studies is designed to provide a foundation for graduate study in various international fields, as preparation for an international business, diplomatic, or military career, or as part of a general liberal education.

Students are strongly encouraged to complete at least two semesters of a foreign language and consider the option to study overseas for a semester or full year.

Program Components		***Semester Hours***
Basic Studies I		30
Basic Studies II		15
Major Requirements		36
HTY 124	Western Civilization Since 1500	(3)
HTY 325	Modern Russia	(3)
HTY 425	United States Diplomatic History	(3)
HTY 499	Senior Seminar in History	(3)
POL 323	Comparative Politics	(3)
POL 423	International Relations	(3)
Six courses from the following:		(18)
HTY 225	Far Eastern Civilization**	
HTY 227	Latin America and the Caribbean**	
HTY 233	The Modern Middle East**	
HTY 300	Palestine and Isreal	
HTY 330	War and Peace	
HTY 337	Legacies of the British Empire	
HTY 422	Europe in the Twentieth Century	
POL 324	Politics of Developing Nations	
POL 421	Political Geography	
SOC 327	Cultural Anthropology	
REL 223	Religions of the World I: Western Religions or	
REL 224	Religions of the World II: Eastern Religions	
(See other sections of this catalog for descriptions of these courses)		
Physical Education Requirements		4
Electives		39
	Total Credits	***124***

Mathematics

Mathematics Minor

Requirements for a minor in mathematics consist of 20 semester hours of credit in mathematics (excluding MAT 101 and MAT 121) to include:

MAT 231 Calculus and Analytic Geometry I (4)
MAT 232 Calculus and Analytic Geometry II (4)
MAT 331 Probability and Statistics (3)
Three other courses in mathematics, at least two of which are numbered 300 or above (9)
Total 20

Mathematics for Secondary Education

The College offers a major in Mathematics for Secondary Education which is a teacher preparation program. Graduates from this program will, upon approval by the state, be eligible to teach in Florida. See the Teacher Preparation Program section for important requirements for Mathematics for Secondary Education majors.

Program Components	*Semester Hours*
Basic Studies I	30-31
(Include MAT 151 or MAT 231)	
Basic Studies II	15-16
(Include MAT 161 or MAT 232)	
Major Requirements	22-24
MAT 231 Calculus and Analytic Geometry I	(4)
MAT 232 Calculus and Analytic Geometry II	(4)
MAT 331 Probability and Statistics	(3)
MAT 341 College Geometry	(3)
MAT 351 Number Theory	(3)
MAT 361 Linear Algebra	(3)
MAT 499 Senior Seminar in Mathematics	(3)
One to seven additional credits selected from the following electives:*	
MAT 323 Calculus and Analytic Geometry III	(3)
MAT 362 Modern Abstract Algebra	(3)
MAT 411 Differential Equations	(3)
MAT 412 Numerical Analysis	(3)
MAT 429 Advanced Directed Study and Research	(1)
*MAT 151 and MAT 161 count toward the major	
At least one computer course	3
(COM 205 is recommended)	
Education Requirements	37

The Mathematics for Secondary Education major must fulfill the Florida Department of Education requirements for teacher certification (6-12). See Transcript Approval section.

EDU 180 Practicum I: Basic Principles of Teaching	(3)
EDU 221 Human Growth and Development*	(3)
EDU 222 Contemporary Concerns in School and Society	(3)
EDU 280 Practicum II: Introduction to the Instructional Process	(3)
EDU 425 Educational Management and Organization	(3)
EDU 427 Measurement and Evaluation	(3)
EDU 428 Critical Issues in Curriculum and Philosophy	(3)
EDU 439 Special Methods in Teaching Secondary Math	(3)
EDU 480 Student Teaching	(12)
EDU 481 Student Teaching Seminar	(1)
Physical Education Requirements	4
Electives	11
Total Credits 124	

Mathematics Course Descriptions

Credit may not be earned in mathematics courses that are prerequisites for courses already completed.

MAT 101 ***3 credits***
Introduction to Algebra

A minimum grade of "C" is required in MAT 101 to take a higher numbered course in mathematics. This developmental course does not satisfy a Basic Studies in mathematics.

A course designed to help students improve basic mathematical skills and to build a foundation for algebra. The course will be presented through assigned exercises and testing in the Mathematics Laboratory.

Topics include whole numbers, rational numbers, proportion, percents, integers, or-

der of operations, exponents, algebraic expressions, linear equations and literal equations. Offered in the Fall and Spring semesters.

MAT 121 ***3 credits***
Intermediate Algebra
Prerequisite: Satisfactory grade on the Mathematics Placement Test, or MAT 101 with a grade of "C" or better.

The course is designed to develop in the student the basic algebraic skills needed for more advanced mathematics courses. The course covers all algebraic concepts. Topics include: operations on polynomials, roots and radicals, linear equations and inequalities, quadratic equations, graphing, systems of equations and word problems. Offered every semester.

MAT 131 ***3 credits***
College Mathematics
Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Topics include set theory, logic, numeration systems, geometry, counting methods, probability and statistics. Recommended for preparation for the CLAST examination. Offered every semester.

MAT 141 ***3 credits***
Finite Mathematics
Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test. Intended for majors in business.

Topics in mathematics which are especially applicable to business such as linear models, mathematics of finance, counting methods, probability and statistics. Offered every semester.

MAT 151 ***3 credits***
College Algebra
Prerequisite: A knowledge of basic algebra equivalent to MAT 121. May be determined by the Mathematics Placement Test.

Topics include radicals, exponents, polynomials, factoring, linear equations, quadratic equations, systems of equations, Cramer's Rule, inequalities, graphs, functions, logarithms and exponential functions. Offered in the Fall and Spring semesters.

MAT 152 ***3 credits***
College Trigonometry
Prerequisite: MAT 151

Trigonometric functions, trigonometric functions of real numbers, graphs of trigonometric identities, trigonometric equations, addition formulae and solution of triangles.

MAT 161 ***3 credits***
Precalculus
Prerequisite: MAT 151 or equivalent.

Topics include matrices, trigonometric functions, trigonometric identities and equations, oblique triangles, complex numbers, partial fractions, sequences and series, and binomial theorem. Intended as a preparation for the first course in calculus, MAT 221 or MAT 231. Offered in the Fall and Spring semesters.

MAT 221 ***3 credits***
Calculus I
Prerequisite: MAT 161

Topics from analytic geometry, including graphing of functions and conic sections, limits, derivatives, trigonometric functions, applications of derivatives, integrals, applications of integrals.

MAT 222 ***3 credits***
Calculus II
Prerequisite: MAT 221

Review of concepts from analytic geometry, logarithmic and exponential functions, techniques of integration, improper integrals, infinite series, polar coordinates.

MAT 231 ***4 credits***
Calculus and Analytic Geometry I
Prerequisite: MAT 161

Analytic geometry, functions, limits, derivatives, applications of derivatives, integrals, applications of integrals. Four hours per week.

MAT 232 ***4 credits***
Calculus and Analytic Geometry II
Prerequisite: MAT 231

Trigonometric functions, logarithmic and exponential functions, techniques of integration, conic sections, indeterminate forms, improper integrals, infinite series. Four hours per week.

MAT 323 ***3 credits***
Calculus III
Prerequisite: MAT 222 or MAT 232

Analytic geometry, vector analysis, partial derivatives, space curves, spherical and cylindrical coordinates, line integrals, multiple integration.

MAT 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of mathematics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MAT 331 ***3 credits***
Probability and Statistics
Prerequisite: MAT 232

Basic probability theory in discrete and continuous sample spaces, random variables and distribution functions, combinatorial analysis, expectations and moment generating functions, binomial, Poisson and related distributions, law of large numbers, central limit theorem.

MAT 341 ***3 credits***
College Geometry
Prerequisite: MAT 232

An examination of the foundations of geometry, modern modifications of Euclidean geometry, projective geometry, transformation theory.

MAT 351 ***3 credits***
Number Theory
Prerequisite: MAT 232

Elementary properties of integers, the congruence relation, quadratic residues, certain quadratic forms, classical diophantine equations, fields of algebraic numbers.

MAT 361 ***3 credits***
Linear Algebra
Prerequisite: MAT 232

Algebraic theory of vector spaces, matrices, determinants, systems of linear equations, linear transformations, characteristic vectors and eigenvalues, Euclidean n-space.

MAT 362 ***3 credits***
Modern Abstract Algebra
Prerequisite: MAT 232

The study of algebraic structures and their applications. Topics include groups and symmetry, modulo arithmetic, isomorphisms and homomorphisms.

MAT 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in mathematics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MAT 411 ***3 credits***
Differential Equations
Prerequisite: MAT 222 or MAT 232

Linear equations of first order and higher, simple non-linear equations, series solutions, systems of linear equations.

MAT 412 ***3 credits***
Numerical Analysis
Prerequisite: MAT 232 and a computer course.

Numerical solutions by iteration, finite differences, interpolation, numerical differentiation and integration, numerical solutions to differential equations, error analysis, graphical methods, problems solved by computer programs.

MAT 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of mathematics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MAT 499 ***3 credits***
Senior Seminar in Mathematics
Prerequisite: Senior standing in mathematics.

A seminar focusing on the historical development of modern mathematics. Basic research will be undertaken with a paper and oral presentation required.

Medical Technology

(Bachelor of Science)

Students majoring in medical technology spend three academic years at Saint Leo College, with the fourth year being spent at an affiliated hospital. During the first three years the student must complete 98 semester hours. In the third year, the student should apply for admission to the clinical program at an affiliated hospital. The student is still registered at Saint Leo during this period and will receive an additional 30 semester hours of credit.

Program Components	*Semester Hours*
Basic Studies I	31
(Include BIO 125, MAT 161)	
Basic Studies II	16
(Include MAT 231)	
Foundation Courses	28
CHE 123 General Chemistry I	(4)
CHE 124 General Chemistry II	(4)
CHE 311 Organic Chemistry I	(4)
CHE 312 Organic Chemistry II	(4)
CHE 321 Quantitative Chemical Analysis	(4)
PHY 221 General Physics I	(4)
PHY 222 General Physics II	(4)
Major Requirements	19
BIO 311 Invertebrae Zoology	(4)
VIO 312 Vertebrate Zoology	(4)
BIO 422 Immunology	(3)
BIO 425 Microbiology	(4)
One other upper-division (300-400 level) course in biology	(4)
Physical Education Requirements	4
(See other sections of this catalog for descriptions of these courses)	
Clinical Program	30
The clinical program is taken during the senior year at an affiliated hospital.	
MED 410 Microbiology	(6)
MED 411 Parasitology	(2)
MED 412 Urinalysis	(4)
MED 413 Orientation	(1)
MED 420 Hematology	(5)
MED 421 Blood Banking	(3)
MED 422 Serology	(2)
MED 430 Chemistry, Clinical	(9)
Total Credits	***128***

Military Science

Military Science Course Descriptions

MSE 101 ***1 credit***
Introduction to Military Science

Introduction to Military Science and an organizational approach to leadership. Relationship between U.S. defense establishment and the federal government; coverage of motivation, human behavior and concepts of military leadership. A weekly two hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 102 ***1 credit***
Organization of the Army and ROTC

Introduction, purpose and history of the Army and the Reserve Officers Training Corps. Introduction to principles of warfare, military structures and political/economical military issues. A weekly two- hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 201 ***1 credit***
Map Reading and Land Navigation
Prerequisite: MSE 101 or MSE 102

Study and application of the principles of map reading, military and topographic symbology, terrain evaluation, use of lensatic compass and an introduction to expanded map reading. A weekly two- hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 202 ***1 credit***
Military Training Management
Prerequisite: MSE 201

Develops an understanding of concepts involved with instructional methodology,

training management and curriculum development in the military.

Actual student preparation and presentation will constitute an integral part of the course. A weekly two-hour laboratory is conducted in conjunction with emphasis on physical "hands on" training.

MSE 240 ***4 credits***
Basic Course Internship
(Fort Knox, Kentucky)

A summer program conducted at Fort Knox, Ky., designed to meet the prerequisites for the advanced program (credit for MSE 101, MSE 201).

MSE 321 ***3 credits***
Fundamentals of Leadership
Prerequisite: MSE 200, MSE 201

The dual role of the military officer as a leader and manager. Study of the problems of military leadership in the voluntary Army in relation to classical leadership traits and principles and the role of the officer in the various branches of the Army.

MSE 322 ***3 credits***
Requirements of Military Leadership

Basic knowledge of the demands that are placed on commissioned officers in the United States Army, including a review of the basic military skills essential to success at ROTC Advanced Camp.

HTY/POL 330 ***3 credits***
War and Peace

(See HTY/POL course description.)

MSE 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of military science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 hours.

MSE 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in military science that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MSE 421 ***3 credits***
Seminar in Leadership Management
Prerequisite: MSE 322

Obligations and responsibilities of a commissioned officer with emphasis on application of sound leadership in all situations. Study of uniform Code of Military Justice and its relations to civilian law, fundamentals of both offensive and defensive tactics, and the role of various branches of the Army in tactical operations. Role of the U. S. in world affairs in the 1980s.

MSE 422 ***2 credits***
Military as a Profession
Prerequisite: MSE 421

Introduction to Officers' Basic Course. Social Responsibilities and Expectations. Designed to prepare cadets for duty as commissioned officers. Instruction centers around familiarization with the military justice system and the principles of management/leadership.

MSE 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of military science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Music

A major in music is designed as preparation for a career which includes performance, for graduate study, or for related employment in the music industry. The music education track further prepares the students with Florida (and other) state requirements for teaching music in public schools.

Music Track

Program Components	Semester Hours
Basic Studies I	30
Basic Studies II 1	5
Foundation Courses	14
MUS 121 Music Theory I*	(4)
MUS 211 Music Theory II	(4)
MUS 321 Music History I*	(3)
MUS 322 Music History II	(3)
Major Requirements	33
MUS 120, 220, 320, 420 Private Instruction (one each semester)	(8)
MUS 221 Music Theory III	(4)
MUS 222 Music Theory IV	(4)
MUS 328 Chamber Music	(2)
MUS 111, 114, 118 Ensembles (one each semester)*	(8)
MUS 323 Conducting I	(2)
MUS 324 Conducting II	(2)
30 minute Junior Recital	(0)
MUS 499 Music Senior Tutorial (includes 60 min. Senior Recital)	(3)
Physical Education Requirements	4
Electives	32
	Total Credits 122

(with two foundation courses applied towards Basic Studies)

**May be applied to Basic Studies*
***Generally, music majors are asked to participate in all ensembles.*

Music/Elementary to Secondary Education

Program Components	Semester Hours
Basic Studies I	30
Basic Studies II	15
Foundation Courses	14
MUS 121 Music Theory I*	(4)
MUS 122 Music Theory II	(4)
MUS 321 Music History I*	(3)
MUS 322 Music History II	(3)
Major Requirements	42/43
MUS 111, 114, 118 Ensemble (one required each semester**)	(8)
MUS 120, 220, 320, 420 Private instruction (one each semester)	(8)
MUS 221 Music Theory III	(4)
MUS 222 Music Theory IV	(4)
MUS 323 Conducting I	(2)
MUS 324 Conducting II	(2)
MUS 325 Music in the Elementary School	(3)
MUS 326 Music in the Secondary School	(3)
MUS 327 s,w,b,p,v Class Strings, Woodwinds, Brass, Percussion, Voice. (one semester each)	(5)
MUS 102 Class Piano	(0/1)
MUS 499 Music Senior Tutorial (includes 60 min. Senior Recital)	(3)
Education Requirements	28

The music education major must fulfill the Florida Department of Education requirements for teacher certification (K-12). See Transcript Approval information in Teacher Preparation Program section.

EDU 221	Human Growth and Development*	(3)
EDU 280	Practicum: Introduction to the Instructional Process	(3)
EDU 425	Educational Management and Organization	(3)
EDU 427	Measurement and Evaluation	(3)
EDU 428	Critical Issues in Curriculum and Philosophy	(3)
EDU 480	Student Teaching	(12)
EDU 481	Student Teaching Seminar	(1)

(See other sections of this catalog for descriptions of these courses)
Physical Education Requirements 4
Total Credits 124

(with two Foundation and one Education course applied towards Basic Studies)

**May be applied to Basic Studies*
***Generally, music majors are asked to participate in all ensembles.*

Music Minor

MUS 111, 114, or 118 Ensembles 4
MUS 120-420 Private Instruction 4
MUS 121 Music Theory I 4
MUS 122 Music Theory II 4
MUS 321 Music History I 3
MUS 322 Music History II 3
Total 22

Music Course Descriptions

MUS 102 *1 credit*
Class Piano
Beginning piano for students with little or no experience. Includes music reading, terminology and elementary piano technique. Two meetings per week.

MUS 111 *1 credit*
Oratorio Society
Open to students, faculty, staff and community members without audition, the Oratorio Society is devoted to the performance of choral masterworks. Concerts are often accompanied by orchestra. One evening rehearsal per week. May be repeated for credit.

MUS 113 *1 credit*
Chamber Choir
This choir is open, by audition, to any Saint Leo College student. The ensemble performs a wide variety of music from madrigals to jazz. Chamber Choir sings one major concert each semester, and often sings a number of smaller performances both on and off campus.

MUS 114 *1 credit*
Chorale
This large choir is open to all Saint Leo College students without audition. The Chorale performs a wide variety of musical styles each semester. Members work on improving singing technique and music reading skills. Three rehearsals per week. May be repeated for credit.

MUS 116 *1 credit*
Wind Ensemble
Performance of standard and contemporary literature for wind ensemble. Open to all students. Three one-hour rehearsals per week. Open to all students. May be repeated for credit.

MUS 118 *1 credit*
Stage Band
Performance of standard and contemporary literature for jazz band. Two one-hour rehearsals per week. Open to all students. May be repeated for credit.

MUS 120, 220, 320, 420 *1 credit*
Private Instruction
Offered in keyboard, voice, brass, percussion, strings, woodwinds and guitar. One 30-minute lesson per week. Open to all students. May be repeated for credit. Semester fee. No refund after second lesson.

MUS 121 *4 credits*
Music Theory I
Beginning principles of musical structure and style including analysis, writing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 122 *4 credits*
Music Theory II
Prerequisite: MUS 121
A continuation of MUS 121. Further study in analysis and style. Includes sight singing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 123 *3 credits*
Introduction to Music
Develops an understanding of, and appreciation for, the most important composers and styles from music history and develops critical and intelligent listening skills.

MUS 221 *4 credits*
Music Theory III
Prerequisite: MUS 121 and 122
A continuation of MUS 122 with further studies in analysis. Includes study in counterpoint and further training in sight singing and ear training. Three class meetings and one Theory Drill lab each week.

MUS 222 *4 credits*
Music Theory IV
Prerequisite: MUS, 221
A continuation of MUS 221 with emphasis on form and analysis. Three class meetings and one Theory Drill lab each week.

MUS 321 ***3 credits***
Music History I

The evolution of musical thought and literature from the Middle Ages to 1600. Three hours per week.

MUS 322 ***3 credits***
Music History II

The evolution of musical thought and literature from 1600 to the present. Three hours per week.

MUS 323 ***2 credits***
Conducting I
Prerequisite: MUS 121

Techniques used in conducting vocal and instrumental ensembles. Two hours per week. Offered in alternate years.

MUS 324 ***2 credits***
Conducting II
Prerequisite: MUS 323

A study of advanced conducting and rehearsal techniques. Interpretation of score and a survey of literature. Two hours per week. Offered in alternate years.

MUS 325 ***3 credits***
Music in the Elementary School

A study of the objectives, theories and techniques of teaching music in the primary and intermediate grades. Directed observation in the elementary school is required. Fall semester only.

MUS 326 ***3 credits***
Music in the Secondary School

A study of theories and techniques of teaching music in the secondary school. Observation in the secondary school is required.

MUS 327 ***1 credit***
Class Instruments - s, w, v, b, p

Pedagogical study of strings, woodwinds, voice, brass and percussion instruments. Study of capabilities and characteristics of the instruments in a class setting.

MUS 328 ***1 credit***
Chamber Music

A study of literature for small ensembles of vocalists and instrumentalists. May be repeated for credit. One coaching session per week.

MUS 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of music that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

MUS 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in music that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

MUS 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of music that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

MUS 438 ***3 credits***
Music Theatre Literature
Prerequisite: MUS 123

A study of significant works for musical theatre, from operetta to contemporary Broadway musical.

MUS 499 ***3 credits***
Music Senior Tutorial
Prerequisites: Senior standing; completion of all Music Theory and History Courses.

This capstone course includes supervised research into assigned topics, the completion of a research paper, presentation of a lecture recital and performance of a 50 minute Senior Recital. Other types of research or performance projects may be assigned or approved by the music faculty.

Oceanography

Oceanography Course Descriptions

OCE 201 ***3 credits***
Introduction to Oceanography

Introduction to major geological, chemical, physical, biological and ecological principles. Topics include origin of oceans, structure of earth, sea floor spreading, continental drift, salinity, currents, waves, tides, beaches, marine ecosystems, marine organisms and current environmental issues. Oceanographic cruise.

Philosophy

Philosophy Minor

The minor in philosophy requires 18 hours, nine of which must be in upper-division courses. The minor, in addition to providing personal enrichment, is especially useful for students considering graduate studies in religion and ministry. The minor is also relevant for students majoring in political science and pre-law.

Philosophy Course Descriptions

PHI 121 ***3 credits***
Introduction to Philosophy

An introduction to some of the major issues involved in the philosophical quest for wisdom, designed to provide an insight into the various perspectives from which these problems have been approached historically.

PHI 223 ***3 credits***
Logic

A systematic inquiry into both Aristotelian and modern contributions to the science of logic, emphasizing the compatibility of traditional and symbolic logic.

PHI 224 ***3 credits***
Ethics

Concerns the human quest for happiness and the attainment of ultimate ends. Explores a range of value systems from that of Aristotelian-Thomism to existentialism and phenomenology.

PHI 324 ***3 credits***
Medical Ethics

Examines moral problems that arise in the practice of medicine. Various theories about what is good and what is right are considered and related to bio-ethical and socio-ethical issues.

PHI 328 ***3 credits***
Business Ethics

A study of general moral principles and their application to ethical issues and problems pertaining to business activities and the nature of the corporation in contemporary society.

PHI 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of philosophy that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHI 331 ***3 credits***
American Philosophy

An introduction to selected writings of such classical American thinkers as Peirce, James, Dewey and Whitehead.

PHI 332 ***3 credits***
Philosophy of Human Being

A study of human being, with particular emphasis on concepts of the self and the problem of human freedom and determinism.

PHI 333 ***3 credits***
Existentialism

An analysis of the origins and basic theories of existentialism, including selections from the writings of Kierkegaard, Nietzsche, Heidegger and Sartre.

PHI 334 ***3 credits***
Philosophy of Science
A study of the problems of inductive reasoning, the status of observations, laws, theories, theoretical entities and scientific revolutions.

PHI 335 ***3 credits***
Philosophy of Love
Examines philosophical commentaries on the traditional forms of love and their practical implications for the nature of human relationships.

PHI 336 ***3 credits***
Philosophy of Atheism
A study of the scientific and humanistic forms of atheism, as proposed by Comte, Feuerbach, Marx, Nietzsche, Freud, Sartre, Merleau-Ponty, Ayer and others. Special attention will be given to the atheistic features present in numerous forms of belief in God.

PHI 337 ***3 credits***
Philosophy of Art
A study of theories of art that examine such topics as beauty, creativity, the imagination and the role of art in life.

PHI 345 ***3 credits***
Contemporary Moral Issues
Discussion of contemporary moral issues such as sexual equality, racism, censorship, economic justice and population control.

PHI 364/REL 364 ***3 credits***
Studies in Jewish Thought
Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

PHI 366/REL 366 ***3 credits***
Studies in Oriental Thought
Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

PHI 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.
A variable-content course in philosophy that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHI 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisite: Permission of instructor and division chair.
Intensive individual study in a particular aspect of philosophy that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Physical Education

Individualized Track

In any course involving more than one subject (i.e., PED 323 Teaching Golf and Tennis or PED 307 Swimming-Golf) the student must pass each subject to pass the course.

Program Components		Semester Hours
Basic Studies I		30
	Specific requirement is BIO 121.	
Basic Studies II		16
	Specific requirement is BIO 220.	
Foundation courses		22
COM130	Microcomputer Applications	(3)
PED 115	Introduction to Recreation	(3)
PED 215	Practicum in Recreation and Leisure	(3)
PED 220	Motor Development	(3)
PED 224	CPR-Basic Life Support	(1)
PED 225	First Aid and Emergency Care	(3)
PED 228	Measurement and Evaluation in Physical Education: A Microcomputer Approach	(3)
SPH 221	Fundamentals of Speech	(3)
Major Requirements		36
Core I		(15)
PED 320	Theory and Practice of Coaching	(3)
PED 350	Adaptive Physical Education	(3)
PED 420	Kinesiology	(3)
PED 425	Physiology of Exercise	(3)
PED 445	Organization and Administration of Recreation and Leisure	(3)
Core II		(21)
Students are required to complete an additional seven major upper level courses from the Physical Education Program Curriculum.		
Basic Physical Education Requirements		4
General Electives		16
		Total Credits 124

Sports Management Track

In any course involving more than one subject (i.e., PED 323 Teaching Golf and Tennis or PED 307 Swimming-Golf) the student must pass each subject to pass the course.

Program Components		Semester Hours
Basic Studies I		30
	Specific requirements are BIO 121, DAN 125, PSY 121, SOC 121.	
Basic Studies II		16
	Specific requirement is BIO 220.	
Foundation Courses		22
COM130	Microcomputer Applications	(3)
PED 114	Introduction to Sports Management	(3)
PED 214	Practicum: Sports Management	(3)
PED 220	Motor Development	(3)
PED 224	CPR-Basic Life Support	(1)
PED 225	First Aid and Emergency Care	(3)
PED 228	Measurement and Evaluation in Physical Education: A Microcomputer Approach	(3)
SPH 221	Fundamentals of Speech	(3)
Major Requirements		51
Core I		(15)
PED 320	Theory and Practice of Coaching	(3)
PED 350	Adaptive Physical Education	(3)
PED 420	Kinesiology	(3)
PED 425	Physiology of Exercise	(3)
PED 444	Organization and Administration of Sports Management	(3)
Core II		(18)
PED 321	Sociology of Sports	(3)
PED 414	Internship: Sports Management	(6)
PED 434	Seminar in Sports Management	(3)
Two major courses from the Physical Education Program Curriculum		(6)
Business Core		(18)
ACC 201	Principles of Accounting I	(3)
GBA 331	Business Law I	(3)
MGT301	Principles of Management	(3)
MKT301	Principles of Marketing	(3)
MGT321	Communication for Management	(3)
MGT331	Management of Human Resources (3)	
Basic Physical Education Requirements		4
Elective		1
		Total Credits 124

Teaching Track

Students entering the teaching track will complete the new program for Florida certification for grades 6-12. Course-by-course addition of the requirements for K-8 certification will be available on a limited basis.

In any course involving more than one subject (i.e., PED 323 Coaching Golf and Tennis or PED 303 Swimming-Golf) the student must pass each subject to pass the course.

In order to be recommended as having completed the state-approved teacher education program in physical education, a student must complete all required major courses with a grade of "C" or higher.

Refer to Teacher Preparation Programs section for complete teacher certification requirements.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this program.

Program Components		*Semester Hours*
Basic Studies I		30
	Specific requirement is BIO 121.	
Basic Studies II		16
	Specific requirement is BIO 220.	
Foundation Courses		22
COM130	Microcomputer Applications	(3)
PED 113	Introduction to Physical Education	(3)
PED 213	Practicum: Physical Education	(3)
PED 220	Motor Development	(3)
PED 224	CPR-Basic Life Support	(1)
PED 225	First Aid and Emergency Care	(3)
PED 228	Measurement and Evaluation in Physical Education: A Microcomputer Approach	(3)
SPH 221	Fundamentals of Speech	(3)
Major Requirements		52
Core I		15
PED 320	Theory and Practice of Coaching	(3)
PED 350	Adaptive Physical Education	(3)
PED 420	Kinesiology	(3)
PED 425	Physiology of Exercise	(3)



PED 443	Organization and Administration of Physical Education	(3)
Core II		12
PED 306	Instructional Design and Content of Racquet Sports/ Track and Field	(3)
PED 307	Instructional Design and Content of Swimming/Golf	(3)
PED 308	Instructional Design and Content of Personal Fitness/ Weight Training	(3)
PED 309	Instructional Design and Content of Team Sports and Activities	(3)
Education Core		25
EDU 221	Human Growth and Development*	(3)
EDU 222	Contemporary Concerns in School and Society	(3)
EDU 425	Educational Management and Organization	(3)
EDU 428	Critical Issues in Curriculum and Philosophy	(3)
EDU 480	Student Teaching	(12)
EDU 481	Student Teaching Seminar	(1)
Basic Physical Education Requirement		4
	Total Credits 124	

**May be applied to Basic Studies II Social Science*

Physical Education Course Descriptions

PED 101 ***1 credit***
Concepts of Physical Education

A functional course required of all students that consists of lectures and activity participation. Two hours per week.

PED 113 ***3 credits***
Introduction to Physical Education
Prerequisite: ENG 120

An introduction to the basic preparation and knowledge needed for the professional teaching program. The course includes observation, information and facts regarding the physical education teaching profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of physical education.

PED 114 ***3 credits***
Introduction to Sports Management
Prerequisite: ENG 120

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the sports management profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of sports management.

PED 115 3 credits
Introduction to Recreation and Leisure
Prerequisite: ENG 120

An introduction to the basic preparation and knowledge needed for the professional program. The course includes observation, information and facts about the recreation profession and related areas of career opportunities. It serves as reinforcement of general knowledge related to specific areas of recreation and leisure.

PED 150-199 ***1 credit each***
Activities

Each student selects from and engages in individual sports and recreational activities such as bowling, golf, gymnastics, racquetball, tennis, waterskiing, karate and weight training. Two hours per week. Karate and bowling require a lab fee.

PED 201 ***1 credit***
Beginning Swimming
Prerequisite: Sophomore standing.

Required of all students. Three hours per week.

PED 202 ***1 credit***
Intermediate Swimming
Prerequisite: PED 201

Three hours per week.

PED 213 ***3 credits***
Practicum: Physical Education
Prerequisite: PED 113

Designed as an apprenticeship at a selected grade level of physical education. This course will allow students to work with teachers in areas of instruction.

PED 214 ***3 credits***
Practicum: Sports Management
Prerequisite: PED 114

Designed as an apprenticeship in a chosen area of sports management. This course will allow students to experience, through practical application, the aspects required to organize, manage and administer programs.

PED 215 ***3 credits***
Recreation and Leisure
Prerequisite: PED 115

The course is designed to allow students to observe the various aspects required to work in, organize, manage and administrate programs in a chosen area of Recreation and Leisure. Students will have a chance to evaluate these areas or fields as they relate to themselves, others and as a future job possibility. This will be done by observation, discussions with program directors, other students and their supervising instructor. The practicum may be done on or off campus and will involve a minimum of four hours a week and a seminar.

PED 220 ***3 credits***
Motor Development
Prerequisites: PED 113, 114, or 115, PED 228 and BIO 220

The study of the principles for teaching the basic motor skills to pre-schoolers and children in school. The disciplines of perceptual and motor learning, child growth and development, and the elementary school physical education curriculum serve as the research base.

PED 224 ***1 credit***
CPR - Basic Life Support
Prerequisite: Sophomore standing.

Designed to prepare students to perform the lifesaving skills of artificial resuscitation, cardiopulmonary resuscitation (basic life support) and obstructed airway procedures in emergency situations (ARC certification available). Lab fee.

PED 225 ***3 credits***
First Aid and Emergency Care
Prerequisite: Sophomore standing.

Designed to prepare the participants to meet the needs of most situations involving personal safety, emergency first aid care and basic life support. Lab fee.

PED 228 ***3 credits***
Measurement and Evaluation in Physical Education: A Microcomputer Approach
Prerequisite: A minimum of MAT 121 and COM 130

This course is designed for the purpose of preparing undergraduate Physical Education teachers and Sports Management majors to develop expertise in selecting, administrating and evaluating appropriate measures of physical, cognitive and affective performance as well as measurement concerns with special populations in both the school and non-school settings. The use of statistics in analyzing, evaluating and interpreting data is an integral part of this course.

PED 301 ***3 credits***
Methods and Content of Elementary Games
Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction, and practical application for the content area of teaching educational games and related skills.

PED 302 ***3 credits***
Methods and Content of Elementary Dance
Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching dance and related skills.

PED 303 ***3 credits***
Methods and Content of Elementary Gymnastics
Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical appli-

cation for the content area of teaching gymnastics and related skills.

PED 304 ***3 credits***
Methods and Content of Movement Education
Prerequisites: PED 113, 220

Designed to prepare the prospective elementary and junior high school teacher (K-8) with the necessary psychomotor skills, reference material, curriculum planning, methods of instruction and practical application for the content area of teaching movement education and manipulative skills.

PED 306 ***3 credits***
Instructional Design and Content of Racquet Sports/Track and Field
Prerequisites: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching racquet sports and track and field activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 307 ***3 credits***
Instructional Design and Content of Swimming/Golf
Prerequisite: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching swimming and golf activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 308 ***3 credits***
Instructional Design and Content of Personal Fitness/Weight Training
Prerequisite: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching the personal fitness course (required by the state of Florida) and weight-training activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 309 ***3 credits***
Instructional Design and Content of Team Sports and Activities
Prerequisite: PED 113, sophomore standing.

Designed to prepare the prospective junior high and high school teacher (6-12) with the necessary instructional design and content material for teaching team sports and activities. Emphasis is placed upon the mastery of psychomotor skills and methods of instruction with practical application.

PED 311 ***3 credits***
Lifeguarding
Prerequisite: PED 201 or permission of instructor.

Knowledge and skills necessary for saving oneself or others in the event of aquatic emergency. ARC certification available. Lab fee.

PED 313 ***3 credits***
Water Safety Instruction
Prerequisite: PED 311 or permission of instructor.

Examination of the various swimming strokes leading to identification of appropriate methods and techniques for instructing others. ARC certification available. Lab fee.

PED 320 ***3 credits***
Theory and Practice of Coaching
Prerequisite: Junior Standing.

The study of the principles associated with coaching that enable students to scientifically design practice and game regimens and strategy. The disciplines of kinesiology, exercise physiology, motor development, anatomy, physiology, sociology and psychology serve as the research base.

PED 321 ***3 credits***
Sociology of Sport
Prerequisite: PED 228

Introduction to the literature of the field, with extensive study of the theories of sport participation. Function and social processes of sport.

PED 322 ***3 credits***
Coaching Football
Prerequisite: Junior standing.

The principles and practices of coaching football, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 323 ***3 credits***
Coaching Golf and Tennis
Prerequisite: Junior standing.

The principles and techniques applicable to the teaching and coaching of golf and tennis at various competitive and recreational levels.

PED 324 ***3 credits***
Coaching Basketball
Prerequisite: Junior standing.

The principles and practices of coaching basketball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 325 ***3 credits***
Coaching Baseball
Prerequisite: Junior standing.

The principles and practices of coaching baseball, emphasizing the development of a philosophy of coaching and the general mental and physical training of an athlete.

PED 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of physical education that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PED 340 ***3 credits***
Prevention and Treatment of Athletic Injuries
Prerequisite: Sophomore standing.

An in-depth study of practical experience in the practices and techniques utilized in preventing and/or treating injuries used in teaching physical education, in athletic coaching, in recreational leadership and in intramural supervision. Lab fee.

PED 347 ***3 credits***
First Aid and CPR Instructor
Prerequisite: PED 224 and 225 with current certification.

Designed to prepare the participants to teach and certify students for teaching the ARC "Standard First Aid and Personal Safety" and cardiopulmonary resuscitation courses. First aid knowledge and skills will be reviewed as well as appropriate methods and techniques of instruction. ARC certification available. Lab fee.

PED 350 ***3 credits***
Adaptive Physical Education
Prerequisite: Junior standing.

Theory and practice in developing physical education programs for the temporarily disabled and for those students who seldom take an active part in regular physical education programs.

PED 360 ***3 credits***
School and Community Health Education and Diseases
Prerequisite: Sophomore standing.

Students discuss and research the present health education programs in schools and communities and cover the contemporary view of disease, its etiology, pathophysiology and modern techniques of diagnosis.

PED 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in physical education that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PED 414 ***1-12 credits***
Internship: Sports Management
Prerequisites: Junior standing and permission of division chair.

An internship to provide the student with additional specialized training and experience in a setting related to student interest. A maximum of 12 hours may be taken.

PED 420 ***3 credits***
Kinesiology
Prerequisite: PED 220, Junior Standing

To prepare physical education majors to enter this field and allied fields, such as athletic training, corrective therapy and health; to understand the application of anatomy and mechanical principles to the area of movement in everyday life and sport activity.

PED 425 ***3 credits***
Physiology of Exercise
Prerequisite: PED 220, Junior Standing

Designed to help the physical education major apply the principles of physiology directly to the fields of physical education, athletic training, corrective therapy and other related areas.

PED 429 ***1-3 credits***
Advanced Directed Study or Research
Prerequisite: Permission of instructor and division chair.

Intensive individual study in a particular aspect of physical education that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PED 434 ***3 credits***
Seminar in Sports Management
Prerequisite: Senior standing; PED 114, 214, 444

This course is designed to provide the student with knowledge of fund raising, legal concerns, public relations, facilities development and other such topics. Students discuss current athletic management situations and problems.

PED 443 ***3 credits***
Organization and Administration of Physical Education
Prerequisite: Junior standing; PED 113, 213

Designed to cover the organization and administrative policies, standards and procedures involved in the physical education teaching profession and related fields. Emphasis on the education perspective and various administrative problems.

PED 444 ***3 credits***
Organization and Administration of Sports Management
Prerequisite: Junior standing; PED 114, 214

Designed to cover the organization and administrative policies, standards and procedures involved in the sports management profession and related fields. Emphasis on the sports management perspective and various administrative problems.

PED 445 ***3 credits***
Organization and Administration of Recreation
Prerequisite: Junior standing; PED 115 and 215

Designed to cover the organization and administrative policies, standards and procedures involved in the areas of recreation and leisure profession and related fields. Emphasis on the recreation and leisure perspective and various administrative problems.

Physics

Physics Course Descriptions

PHY 121 ***3 credits***
Fundamental Concepts of Physics

A series of topics in physics is presented for students whose major is outside the Division of Natural Science and Mathematics. Fundamental concepts and their impact on our culture and daily life are stressed.

PHY 131 ***3 credits***
Introductory Physics
Prerequisite: MAT 121

The fundamental concepts of kinematics, dynamics, statics, heat, sound, electricity and magnetism, optics, atomic and nuclear physics, and relativity. A one-semester algebra-based course in physics.

PHY 221 ***4 credits***
General Physics I
Prerequisite: MAT 161

A study of the fundamental concepts and laws of physics and their applications. Topics considered are mechanics, heat and wave motion. Three lectures and one three-hour laboratory per week. Offered in the Fall Semester.

PHY 222 ***4 credits***
General Physics II
Prerequisite: PHY 221

This is a continuation of PHY 221 and includes electricity, magnetism, optics and modern physics. Three lectures and one three- hour laboratory per week. Offered in the Spring Semester.

PHY 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of physics that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PHY 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in physics that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

PHY 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of physics that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

Political Science

A 36-hour major in political science is designed as preparation for graduate or legal study, for a career in politics or public service, or as part of a general liberal arts education.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II 1	5
Major Requirements	36
POL 121 Introduction to Politics**	(3)
POL 223 American Federal Government	(3)
POL 224 American State and LocaL Government (3)	
POL 311 Political Theory I	(3)
POL 312 Political Theory II	(3)
POL 323 Comparative Politics	(3)
POL 499 Senior Seminar in Political Science	(3)
Five other upper-division (300-400 level) courses in olitical science	(15)
Physical Education Requirements	4
Electives	39
	Total Credits 124

*** May be applied to Basic Studies II*

Political Science/ Secondary Education Specialization

The College offers a specialization in Political Science/Secondary Education which is a teacher preparation program approved by the state of Florida Department of Education. Upon application to the state, graduates from this program will be eligible to teach in Florida and in 21 other states that recognize this certification. See the Teacher Preparation Programs section for a list of requirements for Political Science/ Secondary Education majors.

While it is possible to complete the program in eight semesters, students often find that an extra semester or a short summer session is necessary to complete all the requirements of this program.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Major Requirements	36

POL 121 Introduction to Politics** (3)
POL 223 American Federal Government (3)
POL 224 American State and Local Government (3)
POL 311 Political Theory I (3)
POL 312 Political Theory II (3)
POL 323 Comparative Politics (3)
POL 499 Senior Seminar in Political Science (3)
Five other upper-division (300-400 level) courses in political science (15)
Professional Education Courses .. 37 hours
EDU 180 Practicum I: Basic Principles of Teaching (3)
EDU 221 Human Growth and Development*** (3)
EDU 222 Contemporary Concerns in School and Society (3)
EDU 280 Practicum II: Introduction to the Instructional Process (3)
EDU 425 Educational Management and Organization (3)
EDU 427 Measurement and Evaluation (3)
EDU 428 Critical Issues in Curriculum and Philosophy (3)
EDU 439 Special Methods in Teaching Secondary Political Science (3)
EDU 480 Student Teaching (12)
EDU 481 Student Teaching Seminar (1)
(See other sections of this catalog for descriptions of these courses).
Physical Education Requirements 4
Total Credits 124

*** May be applied to Basic Studies II*
**** May be applied to Basic Studies II Social*

Prospective teachers are also encouraged to qualify for certification in social studies so as to provide themselves with stronger qualification for a teaching position. In addition to completing the 36 hours in political science and the 37 hours in education, students need to take 21 additional hours: HTY 121, HTY 122, HTY 123 or HTY 124, HTY 227 or HTY 233; six hours in economics; and three hours in geography.

Political Science Minor

POL 121 Introduction to Politics (3)
POL 223 American Federal Government (3)
POL 323 Comparative Politics (3)
Three additional electives in political science, at least two of which must be upper-level (9)
Total 18

Political Science Course Descriptions

POL 121 3 credits
Introduction to Politics

An introduction to politics by means of an examination of the perennial questions of politics, contemporary political events and issues, as well as different political orders.

POL 123 ***3 credits***
The Law and Society

A study of the law and its application to or effect upon all aspects of our society. An insight into sources and the kinds of law, court systems, crimes, property and personal rights, contracts, and laws affecting marriage and the family.

POL 223 ***3 credits***
American Federal Government

An introduction to the basic principles and processes of American national government, including federalism, representation, separation of powers, checks and balances, the committee system, the electoral college, political parties and judicial review. Emphasis is placed on understanding the Constitution and the intention of the framers, although modern developments and contemporary policy issues are not neglected.

POL 224 ***3 credits***
American State and Local Government

An inquiry into the theory and practice of federalism and a survey of the various political subcultures and institutions of state government are followed by a philosophic treatment of the major political issues facing local government today.

POL 311 ***3 credits***
Political Theory I

A detailed treatment of selected works of classical political philosophy, including such important authors as Plato, Aristotle, Cicero, St. Augustine and St. Thomas. Selections and themes may vary.

POL 312 ***3 credits***
Political Theory II

A detailed treatment of selected works of modern political philosophy, including such important authors as Machiavelli, Hobbes, Locke, Rousseau, Marx and Nietzsche. Selections and theme may vary. Recent political thinkers such as Herbert Marcuse, Hannah Arendt and John Rawls may be included.

POL 320/PSY 320/SOC 320 ***3 credits***
Methods of Social Research
Prerequisite: PSY 223 or GBA 325

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

POL 321 ***3 credits***
Criminal Law I
Prerequisite: POL 123 or permission of instructor

An introduction to due process regulating the activities of police and other components of the criminal justice system. Main topics include laws of search and seizure and arrest; interrogations and confessions; entrapment; the exclusionary rule; and basic trial procedure.

POL 322 ***3 credits***
Criminal Law II

An in-depth research of laws and interpreting of court decisions. The practice of developing an understanding of evidence and procedure and the protective rights of society.

POL 323 ***3 credits***
Comparative Politics
Prerequisite: POL 121

A study of various political systems, particularly the Soviet Union, the United Kingdom, China and Germany, along with the problems associated with a comparative approach.

POL 324 ***3 credits***
The Politics of Developing Nations
Prerequisite: Junior standing or permission of instructor.

An analysis of the relations between the United States and the developing nations of the world, with emphasis on the post-World War II period.

POL 325 ***3 credits***
Public Administration
Prerequisite: Junior standing or permission of instructor.

An analysis of the nature of public administration, its structures and limitations; staff organization and chain of command; unemployment policies and personnel training and management; employees, organizations and public relations.

POL 326 ***3 credits***
United States Constitutional Law I
Prerequisite: POL 223 or permission of instructor.

A study of the historical development and expansion of judicial power, with emphasis on leading cases relative to judicial review, congressional and legislative powers, federalism, commerce, taxation and economic due process.

POL 327 ***3 credits***
United States Constitutional Law II
Prerequisite: POL 223 or permission of instructor.

A survey of constitutional rights and liberties, with emphasis on current problems and cases in the areas of equal protection, criminal procedure, freedom of press and speech and freedom of religion.

POL 329 ***3 credits***
Directed Study or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of political science that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

POL 330/HTY 330 ***3 credits***
War and Peace
Prerequisite: Junior standing or permission of instructor.

A historical survey course covering the period from the ancient to the modern world. Primary attention is focused on American

military history; however, Roman military strategy, warfare in the Middle Ages and the Napoleonic Wars are included.

POL 333/HTY 333 ***3 credits***
Palestine and Israel
Prerequisite: Junior standing or permission of instructor.

A detailed examination of the 20th century conflict between Jews and Arabs over the land of Israel/Palestine, considered in both its historical and contemporary aspects.

POL 337/HTY 337 ***3 credits***
The Legacies of the British Empire
Prerequisite: Junior standing or permission of instructor.

A study of British imperial policy and its effects on the historical origins of the racial/ethnic conflicts in Northern Ireland, Canada, Israel, South Africa and India/Pakistan.

POL 339/HTY 339 ***3 credits***
Readings in Political Science
Prerequisite: Junior standing or permission of the instructor.

Readings, group discussion and writing on such issues as Machiavelli, comparative revolutions, the causes of the American Civil War, historical myths and related topics.

POL 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in political science that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the presidency, the judicial process, or other special topics. Topic to be covered is announced in advance of registration.

POL 412 ***3 credits***
Political Ideologies
Prerequisites: POL 311, 312

A description and analysis of the practical application of trends of political thought. The course will examine such basic ideas as democracy in all its shades and authoritarian and totalitarian political thought, including communism, national socialism and fascism.

POL 421/GEO 421 ***3 credits***
Political Geography
Prerequisite: GEO 221 or permission of instructor.

An analysis of the geographical factors upon the political development of the world. Special emphasis upon the use of maps.

POL 422 ***3 credits***
Congress, the Presidency and the Party System
Prerequisite: POL 223

A detailed study of the legislative and executive branches of the federal government. This course also surveys the functioning of the federal bureaucracy as an area of mixed and overlapping powers. Included is an inquiry into the origin, nature and function of American political parties.

POL 423 ***3 credits***
International Relations
Prerequisite: Junior standing or permission of instructor.

An analysis of the relations among subnational, national and supranational factors: foreign policy formation. Problems and developments of international politics and organizations.

POL 424/ECO 424 ***3 credits***
International Political Economy
Prerequisite: ECO 201

An exploration of the linkages between politics and economics in international affairs; emphasis on developments since 1945 and such topics as political risk analysis in international business, interdependence and U. S. economic foreign policy.

POL 425 ***3-6 credits***
Pre-Law Seminar
Prerequisite: Senior standing in pre-law or permission of instructor.

Analysis of the legal process, extensive readings, and when offered for six credits, supervised field study with practicing attorneys.

POL 427/HTY 427 ***3 credits***
History of Ideas
Prerequisite: Junior standing and permission of instructor.

A study of the major intellectual currents that have dominated historical thought in the Western world since the Renaissance.

POL 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of political science that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

POL 499 ***3 credits***
Senior Seminar in Political Science
Prerequisite: Senior standing in political science.

Directed research and the development and presentation of a senior thesis on a significant issue in political science or detailed readings on a significant single theme.

Pre-Law

The 45-hour major in pre-law is an interdisciplinary designed for students who plan to enter law school.

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Major Requirements		45
HTY 121	United States History to 1865*	(3)
HTY 122	United States History Since 1865 **	(3)
SPH 221	Fundamentals of Speech	(3)
ECO 201	Principles of Macroeconomics	(3)
PHI 223	Logic **	(3)
POL 121	Introduction to Politics	(3)
POL 123	The Law and Society	(3)
POL 223	American Federal Government	(3)
POL 326	United States Constitutional Law I or	
POL 327	United States Constitutional Law II	(3)
POL 425	Pre-Law Seminar	(3)
(See other sections of this catalog for descriptions of these courses).		
Five other upper-division (300-400 level) courses in history or political science		(15)
Physical Education Requirements		4
Electives		30
		Total Credits 124

** May be applied to Basic Studies I*
*** May be applied to Basic Studies II*

Preprofessional Program

Students intending to pursue careers in medicine, dentistry and veterinary science are encouraged to obtain the bachelor's degree with a major in biology and a minor in chemistry. Students with an interest in optometry, pharmacy, or other preprofessional medical programs should consult the division chair.

Psychology

A 36- or 37-hour major in psychology is designed as preparation for entry-level positions in mental health and human services settings, as well as for psychology-oriented positions in personnel or sales, for graduate study in psychology and related fields, or as part of a liberal education.

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Major Requirements		36-37
PSY 121	Introduction to Psychology*	(3)
PSY 223	Statistics for the Social Sciences	(3)
PSY 228	Social Psychology**	(3)
PSY 324	Experimental Psychology	(3 or 4)
PSY 327	Abnormal Psychology	(3)
PSY 422	Psychology of Learning or	
PSY 432	Psychology of Motivation	(3)
PSY 499	Senior Seminar in Psychology	(3)

Five other upper-division (300-400 level) courses in psychology (15)
Physical Education Requirements 4
Electives 38-39
Total Credits..... 124
** May be applied to Basic Studies I*
*** May be applied to Basic Studies II*

Psychology Minor

PSY 121 Introduction to Psychology (3)
Five additional electives in psychology, at least three of which must be from the following list: (15)
PSY 223 Statistics for the Social Sciences
PSY 228 Social Psychology
PSY 322 Physiological Psychology
PSY 324 Experimental Psychology
PSY 327 Abnormal Psychology
PSY 331 Interviewing and Counseling Skills
PSY 335 Psychology of Women
PSY 422 Psychology of Learning
PSY 427 Personality Theory
PSY 428 Counseling Principles and Practices
PSY 431 Childhood Disorders
PSY 432 Psychology of Motivation
PSY 433 Sensation and Perception
Total 18

Psychology Course Descriptions

PSY 110 ***1 credit***
Career Exploration
Orientation to college life and career choice. In some cases, this course emphasizes the adjustment from military to civilian life. This is a pass/fail course.

PSY 121 ***3 credits***
Introduction to Psychology
A survey of the major areas in psychology. Principal topics covered are:physiological bases of behavior, personality, mental disorders and treatment, social influences and other basic issues. The course introduces students to the broad spectrum of theories used in understanding human behavior.

PSY 122 ***3 credits***
Psychology of Adjustment
An overview of psychological theories and principles related to human adjustment, including effective and ineffective coping behaviors.

PSY 221/EDU 221 ***3 credits***
Human Growth and Development
A longitudinal study of human development, considering the emotional, physical, social and intellectual factors of growth from the prenatal period through old age. Three hours per week and scheduled field observation.

PSY 223/SOC 223 ***3 credits***
Statistics for the Social Sciences
Prerequisite: One course in mathematics other than MAT 101.
Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measure of variability, frequency distributions, correlation and parametric and nonparametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

PSY 228 ***3 credits***
Social Psychology
Prerequisite: PSY 121 or permission of instructor.
A study of the perceptions, attitudes, personality, motivations and behavior of the individual as a function of social situations. Emphasis on theory, research and application.

PSY 318/SWK 318 ***3 credits***
The Life Cycle
Prerequisite: PSY 121, SOC 121 or SWK 121
A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

PSY 319/SWK 319 ***3 credits***
Human Behavior in Stress and Crisis
Prerequisite: PSY 121 or SWK 121
A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social

approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

PSY 320/POL 320/SOC 320 ***3 credits***
Methods of Social Research
Prerequisite: PSY 223 or GBA 325

Analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

PSY 321 3 credits
Psychological Tests and Measurements
Prerequisites: PSY 121 and 223

A study of basic principles underlying test construction as well as a review of the most common psychological tests used to assess ability, personality and occupational preference.

PSY 322 ***3 credits***
Physiological Psychology
Prerequisite: PSY 121

The structure and function of the central nervous system as related to emotion, motivation, learning and theory of brain functions.

PSY 324 ***3-4 credits***
Experimental Psychology
Prerequisites: PSY 121 and 223

The application of major scientific research methods and strategies to psychology. Offered for four credits when taken with a laboratory.

PSY 327 ***3 credits***
Abnormal Psychology
Prerequisite: PSY 121

A review of the historical and current scientific approaches to the study of abnormal behavior, emphasizing theories of causation, symptomatology and treatment.

PSY 328 ***3 credits***
Psychopharmacology
Prerequisite: Junior standing or permission of instructor.

A study of the principal narcotics and an analysis of their physiological, psychological and sociological impact.

PSY 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue a particular aspect of psychology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

PSY 331 ***3 credits***
Interviewing and Counseling Skills
Prerequisites: PSY 121 and junior standing or permission of instructor.

This course provides students with a basic framework of skills in the area of interpersonal communication for use in clinical settings and in a wide spectrum of human service settings.

PSY 335 ***3 credits***
Psychology of Women
Prerequisite: PSY 121

An analysis of the body of psychological literature that attempts to explain the personality and behavior of women. Topics covered include employment concerns, victimization, biological factors and gender differences in personality development, interpersonal relationships and child-rearing practices.

PSY 340/SWK 340 ***3 credits***
Small Group Processes
Prerequisite: PSY 121 or SWK 121

A study of group work as related to personality adjustment. The theory and practice of group work is studied and practiced.

PSY 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in psychology that is designed for a specific class level:freshman (100) through senior (400). A study of such topics as specific counseling theories, the aging process, or other special topics. Topic to be covered is announced in advance of registration.

PSY 422 ***3 credits***
Psychology of Learning
Prerequisite: PSY 324 or permission of instructor.

A study of the significant concepts and experimental methods of learning. Topics include past and current research and theory on classical and instrumental conditioning, extinction processes, schedules of reinforcement, generalization and discrimination, verbal learning and memory.

PSY 423 ***3 credits***
Educational Psychology
Prerequisite: PSY 121

Understanding of the applications of psychological principles to the educational process.

PSY 425 ***15 credits***
Practicum in Psychology
Prerequisites: Senior standing in psychology; PSY 499 and approval by the Psychology Practicum Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals and groups for approximately 40 hours per week for 12 weeks. Placements are available in such facilities as psychiatric hospitals, youth services and mental health clinics. Additional attendance at a weekly seminar is required.

PSY 427 ***3 credits***
Personality Theory
Prerequisites: PSY 121 and junior standing or permission of instructor.

A review of the major historical and contemporary personality theories that attempt to explain and describe human behavior.

PSY 428/SWK 428 ***3 credits***
Counseling Principles and Practices
Prerequisites: PSY 327, 427 and PSY 331 or SWK 331 or permission of instructor.

A study of counseling psychology from a theoretical and applied perspective. Topics include individual versus group counseling, counseling special populations, and counseling in various settings. Topics will be presented in both a didactic and experiential format. In addition, legal and ethical issues will also be addressed.

PSY 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of psychology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

PSY 431 ***3 credits***
Childhood Disorders
Prerequisite: PSY 327

The study of the causes, symptoms and treatment of abnormal behaviors in childhood and adolescence. Emphasis on understanding disorders within a developmental framework.

PSY 432 ***3 credits***
Psychology of Motivation
Prerequisites: PSY 324 and junior standing or permission of instructor.

A review of the major theories that attempt to explain motivated behavior from a physiological, cognitive, social, environmental and/or learning point of view.

PSY 433 ***3 credits***
Sensation and Perception
Prerequisite: PSY 121

A study of sensory and perceptual phenomena, including all basic sensory systems and such topics as pain perceptions, illusions and hallucinations, sensory deprivation, color vision and color blindness, deafness, sensory-motor development and altered states of consciousness.

PSY 440/SWK 440 ***3 credits***
Small Group Leadership
Prerequisite: PSY 340 and permission of instructor.

Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership. Four hours per week.

PSY 499 ***3 credits***
Senior Seminar in Psychology
Prerequisite: Senior standing in psychology with a minimum of six psychology courses including PSY 324.

Designed as the capstone course in psychology. Students will undertake an in-depth, critical review of the literature on a specific topic relevant to some aspect of psychology. Each student will present his paper orally and in written format, and participate orally in the analysis and discussion by peers.

Public Administration

The 45-hour major in public administration is designed as a preparation for graduate study in public administration or for a career in public service.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Major Requirements	45
COM130 Microcomputer Applications	(3)
ECO 201 Macroeconomics	(3)
ACC 201 Accounting I	(3)
POL 223 American Federal Government**	(3)
POL 224 American State and Local Government	(3)
PSY 223 Statistics for the Social Sciences or	
GBA 325 Business Statistics	(3)
POL 325 Public Administration	(3)
PHI 328 Business Ethics	(3)
MGT301 Principles of Management	(3)
MGT331 Human Resources Management	(3)
FIN 325 Principles of Finance	(3)
POL 499 Senior Seminar in Political Science	(3)
Three courses from the following:	(9)
HTY 322/SOC 322 Race and Ethnicity	
HTY 335/SOC 335 Women in American Society	
POL 320/SOC 320 Methods of Social Research	
SOC 325 Urban Sociology	
PSY 319/SWK 319 Human Behavior in Stress and Crisis	
HCA 302 Health Care Organization	
SWK423 Social Welfare Policy I	
SWK424 Social Welfare Policy II	
MGT412 Organizational Behavior	
ECO 423 Public Finance and Taxation	
(See other sections of this catalog for descriptions of these courses).	
Physical Education Requirements	4
Electives	30
Total Credits	***124***

** *May be applied to Basic Studies II*

Religion

The major in religion requires 30 hours and is intended as preparation for graduate study in religion and ministry and for personal enrichment. Students majoring in religious studies should consider a second major in another field, such as English, music, or psychology.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Major Requirements	30
REL 124 Introduction to the Old Testament	(3)
REL 125 Introduction to the New Testament	(3)
(may be replaced with REL 325 with approval of department chair)	
REL 320 Foundations of Christian Faith	(3)
REL 333 Survey of Christian Theology I	(3)
REL 334 Survey of Christian Theology II	(3)
One other course from the following:	(3)
REL 220 Christian Morality	
REL 345 Christian Social Ethics	
PHI 224 Ethics	
PHI 324 Medical Ethics	
PHI 328 Business Ethics	
PHI 345 Contemporary Moral Issues	
(See other sections of this catalog for descriptions of these courses).	
Four other courses in Religious Studies	(12)
(A minimum of 30 semester hours must be in Religious Studies.)	
Physical Education Requirements	4
Electives	45
Total Credits	***124***

Religion Minor

The minor in religion requires 18 hours in religious studies, nine of which must be in upper-division courses. The minor is useful for students with a religious interest who plan to teach at the secondary level in either public or private schools.

Religion Course Descriptions

REL 110 ***3 credits***
Catholicism

An introduction to basic Catholic beliefs and values and a study of the various ways Catholics have responded to challenges to religious faith posed by contemporary cultural developments.

REL 124 ***3 credits***
Introduction to the Old Testament

A basic introduction to the literature and theology of the Jewish Scriptures.

REL 125 ***3 credits***
Introduction to the New Testament

A basic introduction to the literature and theology of the New Testament, including exposure to critical methods such as form and redaction criticisms.

REL 131 ***3 credits***
Introduction to Religion

An introduction to the principal issues involved in understanding the nature of religion and evaluating its relevance in today's world.

REL 141 ***3 credits***
Introduction to Judaism

A study of Jewish theology, worship and history, including the impact of the state of Israel and the Holocaust on Jewish faith.

REL 220 ***3 credits***
Christian Morality

A study of the principles of Christian morality.

REL 222 ***3 credits***
The Second Vatican Council and Beyond

A study of the documents of the Second Vatican Council and more recent developments in the life of the Catholic Church.

REL 223 ***3 credits***
Religions of the World I: Western Religions

A study of Western religions, including religions of non-literate societies and ancient religions, Judaism, Christianity and Islam.

REL 224 ***3 credits***
Religions of the World II: Eastern Religions

A study of Eastern religions, including Hinduism, Buddhism, Confucianism, Taoism and the religions of Japan.

REL 320 ***3 credits***
Foundations of Christian Faith

A study of the foundations of Christian faith, rooted in human nature, the cosmos, Christian revelation and Jesus.

REL 325 ***3 credits***
The Gospels of Matthew, Mark and Luke

A study of the three "synoptic" gospels: how the gospels were developed, how they relate to the historical Jesus and their theological significance.

REL 326 ***3 credits***
The Gospel of John and Related Writings

John's gospel and epistles studied in detail, with particular emphasis on the theological content.

REL 327 ***3 credits***
The Life and Writings of Paul

The life of Paul and a study of his writings. Problems of law and freedom, faith and works, the idea of the church, early Christian worship.

REL 329 ***3 credits***
Directed Study: Readings or Research

Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of theology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

REL 331 ***3 credits***
Religion and Personal Experience
A study concentrating on 20th-century autobiographical examples of the variety and ways in which people have found religious meaning in life.

REL 333 ***3 credits***
Survey of Christian Theology I
Christian theology from the time of Jesus to the Reformation. Offered in alternate years.

REL 334 ***3 credits***
Survey of Christian Theology II
Christian theology from the Reformation to the present. Offered in alternate years.

REL 335 ***3 credits***
The Torah
Source, form and redaction criticism of the first five books of the Jewish Scriptures and an investigation of the place of the Torah in Israel's life.

REL 336 ***3 credits***
Historical Books
A study of Joshua, Judges, Ruth, I and II Samuel, I and II Kings, I and II Chronicles, Ezra (Tobit and Judith optional). The Jewish view of history and how the Jews remembered the past for what it had to say to their present lives.

REL 337 ***3 credits***
Prophetic Writings
A study of Isaiah, Jeremiah, Lamentations, Ezekiel, Daniel and the "Twelve" (Baruch I and II, Maccabees optional), and an investigation of the phenomenon of prophecy and its historical setting in Israel.

REL 338 ***3 credits***
Poetry and Wisdom Literature
Job, Psalms, Proverbs, Ecclesiastes and the Song of Solomon (Wisdom of Solomon and Wisdom of Ben Sirach optional). A study of the literary qualities, individual experiences and institutional settings that created these writings.

REL 345 ***3 credits***
Christian Social Ethics
An examination of Christian social teachings, particularly as they relate to institutionalized injustice and the concepts of liberty, peace and justice.

REL 351 ***3 credits***
Theological Aspects of Marriage
A study of the biblical and theological foundations of the Christian view of marriage and sexuality and a consideration of contemporary issues in the light of Christian values.

REL 357 ***3 credits***
Women in the Church
A study of the contributions of women to Christian life from the time of Christian origins to the present and an analysis of the current situation and problems of women in the Church.

REL 364/PHI 364 ***3 credits***
Studies in Jewish Thought
Selected topics in Jewish thought, with emphasis on problems, thinkers and movements.

REL 366/PHI 366 ***3 credits***
Studies in Oriental Thought
Selected topics in Oriental thought, with emphasis on problems, thinkers and movements.

REL 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.
A variable content course in religious studies that is designed for a special class level: freshman (100) through senior (400). Topic is announced in advance of registration.

REL 424 ***3 credits***
Death and the Meaning of Life
People's awareness of their mortality and how it affects their life and culture. Sources of courage in the face of death are considered.

REL 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of theology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

REL 431 ***3 credits***
Liturgy

A study of Christian worship and sacramental theology.

REL 432 ***3 credits***
Christian Spirituality

Christian perspectives on spirituality and its place in contemporary life. May include an emphasis on particular traditions (such as the Benedictine) and practical instruction.

REL 489 ***3 credits***
Methods and Materials in Secondary Religious Education

Catechetical methods, resources and media for teaching religion at the secondary school level. Field experience scheduled.

Social Work

This 63-hour major is designed to prepare students for professional social work practice at the B.S.W. level as well as for graduate study in social work or related areas. The program is accredited by the Council on Social Work Education. Graduates receive the B.S.W. degree. The curriculum emphasizes content in each of five areas: social welfare policy, human behavior and social environment, research, practice methods and field instruction. Admission to the Social Work Program and to SWK 425 (Field Placement in Social Work) must be by special application. To be eligible for SWK 425 a student must earn a minimum grade of "C" in SWK 331, 332, 333, 334 and 335. In addition, a student must demonstrate dependability, good character and acceptable academic standing. Students denied admission to field placement must select another major. The Social Work Program is available only on the main campus.

Religion is a minor highly compatible with a social work major, as are such minors as management, computer information systems, sociology or psychology.

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Requirement Courses		63
POL 121	Introduction to Politics or	
POL 223	American Federal Government or	
POL 224	American State and Local Government	(3)
PSY 121	Introduction to Psychology*	(3)
SOC 222	Social Problems**	(3)
SOC 223	Statistics for the Social Sciences	(3)
SOC 320	Methods of Social Research	(3)
BIO 121	Introduction to Biology*	(3)
(See other sections of this catalog for descriptions of these courses).		
Major Requirements		
SWK 121	Introduction to Social Work	(3)
SWK 318	The Life Cycle	(3)
SWK 319	Human Behavior in Stress and Crisis	(3)
SWK 331	Interventive Skills	(3)
SWK 332	Pre-Internship	(3)
SWK 333	Methods of Social Work Practice I	(3)
SWK 334	Methods of Social Work Practice II	(3)
SWK 335	Methods of Social Work Practice III	(3)
SWK 423	Social Welfare Policy I	(3)
SWK 424	Social Welfare Policy II	(3)
SWK 425	Field Placement in Social Work	(15)
Physical Education Requirements		4
Electives		12
	Total Credits	***124***

**May be applied to Basic Studies I*
***May be applied to Basic Studies II*

Requirements for Admission to Social Work Program. Students are responsible

for contacting a member of the social work faculty regarding admission to the Social Work Program.

Requirements for admission include:

1. Completion of 45 semester hours, including 12 hours that must have been earned at Saint Leo College.
2. Completion of SWK 121 Introduction to Social Work with at least a grade of "C."
3. Completion of the application form for admission to the social work concentration.
4. Successful completion of an interview with the social work faculty.

Social Work Course Descriptions

SWK 121 ***3 credits***
Introduction to Social Work

An introductory study of major areas of practice to provide understanding and appreciation of social work. The course includes a brief history and philosophy of social welfare and social institutions. The student is introduced to career opportunities within the field of social welfare.

SWK 318/PSY 318 ***3 credits***
The Life Cycle
Prerequisites: SOC 121, SWK 121, or PSY 121

A study of human behavior and development as it is influenced by multiple factors in the social environment throughout the various stages of the life cycle from birth to death.

SWK 319/PSY 319 ***3 credits***
Human Behavior in Stress and Crisis
Prerequisite: PSY 121 or SWK 121

A study of the nature of stress, its physical and psychological effects on individual and group behavior; individual and social approaches to managing stress; and an introduction to the theory and practice of crisis intervention techniques.

SWK 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of social work that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SWK 331 ***3 credits***
Interventive Skills
Prerequisites: SWK 121 and junior standing in social work.

The course orients the student to the profession of social work and provides a beginning repertoire of interventive skills. Emphasis is placed upon basic communication skills and the on-going critique of student performance. Role playing and video taping are used extensively. Includes a non-credit laboratory one hour per week.

SWK 332 ***3 credits***
Pre-Internship
Prerequisites: Junior standing in social work, SWK 121 and concurrent enrollment in SWK 333.

This course is designed to allow the social work concentrator practical experience within a social service agency for a minimum of six hours a week. Includes an integrative seminar 1½ hours per week.

SWK 333 ***3 credits***
Methods of Social Work Practice I
Prerequisites: Junior standing in social work and SWK 121.

A systems approach to the solving of human problems. Emphasizes the development of a theoretical base for social work practice with individuals and families.

SWK 334 ***3 credits***
Methods of Social Work Practice II
Prerequisites: Junior standing in social work and SWK 121.

Emphasis on the development of advanced skills and knowledge of problem solving techniques for use with small groups. Focuses on both task and treatment groups and approaches intended for use with a broad segment of social work clients.

SWK 335 ***3 credits***
Methods of Social Work Practice III
Prerequisites: Junior standing in social work and SWK 121.

Examination of the various models of community organization: social planning, social

action and community development, as well as the many roles social workers occupy in community work. Primary focus is on the identification and development of community resources.

SWK 340/PSY 340 ***3 credits***
Small Group Processes
Prerequisite: PSY 121 or SWK 121

A study of group work as related to personality adjustment. The theory and practice of group work is studied and demonstrated.

SWK 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in social work that is designed for a specific class level: freshman (100) through senior (400). A study and discussion of the characteristics and problems of a specific group, such as the aged, the addicted, the mentally retarded, or the handicapped; school related problems; or the broad study of human services in mental health. Topic to be covered is announced in advance of registration.

SWK 423 ***3 credits***
Social Welfare Policy I
Prerequisite: Junior standing.

A description of the major components of the social welfare system in the United States. This course includes the historical development and philosophy behind our present social welfare system and uses current social welfare programs as examples.

SWK 424 ***3 credits***
Social Welfare Policy II
Prerequisite: SWK 423

A study of the various theoretical frameworks used to evaluate social welfare policy. The course asks students to look at and compare social welfare programs in the United States and in other societies.

SWK 425 ***15 credits***
Field Placement in Social Work
Prerequisites: Senior standing in social work; SWK 333 and 334 and approval by the Social Work Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies with individuals, families, groups and communities for a minimum of 416 hours. Placements are available in such settings as schools, hospitals, mental health clinics, nursing homes, social welfare and juvenile facilities. Includes a required weekly seminar for integrating theory with social work practice.

SWK 428/PSY 428 ***3 credits***
Counseling Principles and Practices
Prerequisites: PSY 327, 427 and PSY 331 or SWK 331, or permission of instructor.

An examination of theory and practice in counseling. Professional and ethical issues are considered.

SWK 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of social work that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SWK 440/PSY 440 ***3 credits***
Small Group Leadership
Prerequisites: SWK 340 and permission of instructor.

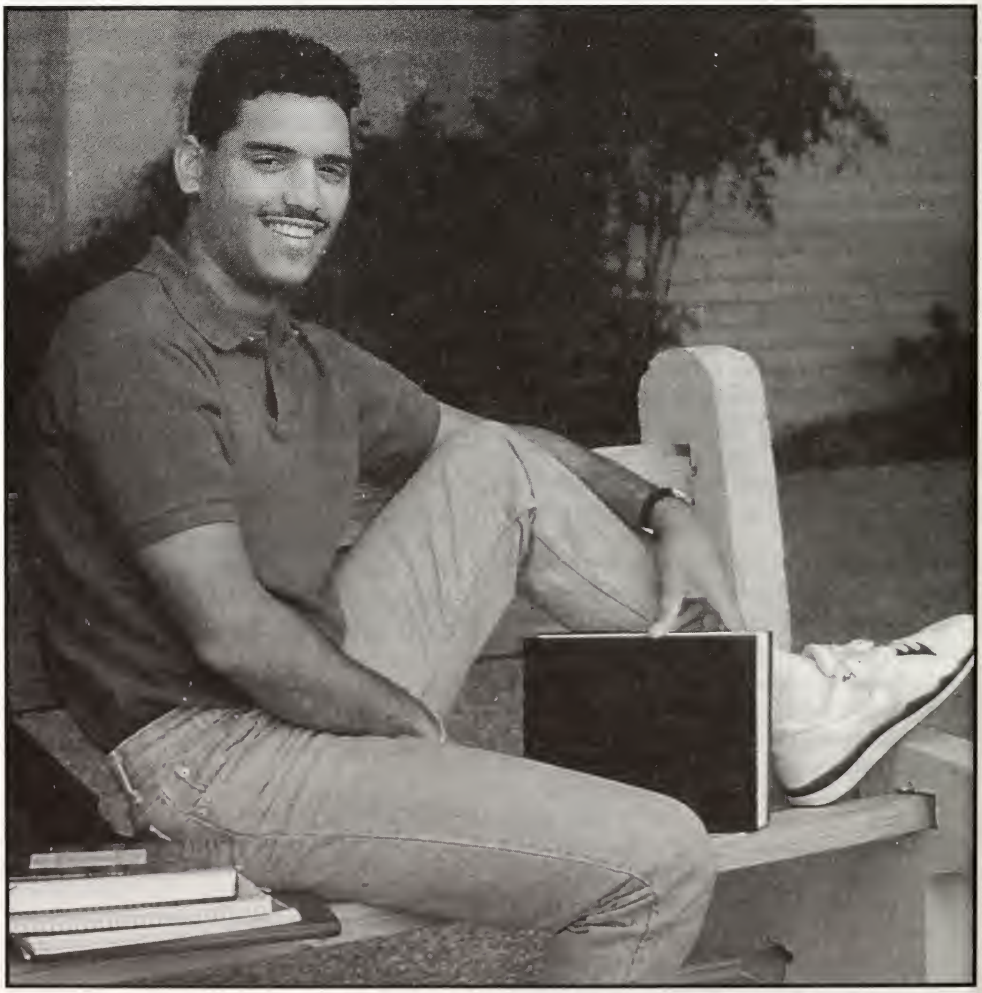
Advanced study of the theory and process of group dynamics. Emphasis on the development of skills and techniques for effective group leadership.

Sociology

The 36-hour major in sociology is designed as preparation for graduate study, for careers that involve working with people, or as part of a liberal education.

Program Components	*Semester Hours*
Basic Studies I	30
Basic Studies II	15
Major Requirements	36
SOC 121 Introduction to Sociology*	(3)
SOC 222 Social Problems**	(3)
SOC 223 Statistics for the Social Sciences	(3)
SOC 320 Methods of Social Research	(3)
SOC 322 Race and Ethnicity in American Culture	(3)
SOC 323 Sociological Theory	(3)
SOC 324 Marriage and the Family or SOC 424 Family Analysis	(3)
SOC 327 Cultural Anthropology	(3)
Four other upper-division (300-400 level) courses in sociology or SWK 318, 319, 423, 424	(12)
Physical Education Requirements	4
Electives	39
Total Credits	***124***

**May be applied to Basic Studies I*
***May be applied to Basic Studies II*



Sociology Minor

SOC 121 Introduction to Sociology (3)
SOC 221 Social Problems (3)
Four additional electives in sociology, at least three of which must be upper-level (12)

Some of the division's majors are interdisciplinary and enable students to take several courses in a specific field for which a minor is available. However, students wishing to minor in that field may apply no more than two courses they have used in their major.

Sociology Course Descriptions

SOC 121 ***3 credits***
Introduction to Sociology

A survey of the major issues and ideas in sociology, including basic concepts and theories, as well as an examination of major social institutions, the dynamics and processes of social interaction and the structure and organization of social groups.

SOC 222 ***3 credits***
Social Problems

An introduction to such contemporary social problems as poverty, unemployment, energy, pollution, sexual deviance, delinquency, drugs and alcohol. Emphasis will be placed on underlying causes and on pointing the way to solutions.

SOC 223/PSY 223 ***3 credits***
Statistics for the Social Sciences
Prerequisite: One course in mathematics other than MAT 101.

Descriptive and inferential methods of statistical analysis emphasizing measures of central tendency, measures of variability, frequency distributions, correlation, and parametric and non-parametric tests of statistical significance. Inferential techniques include z and t-tests for single samples, t-tests for independent and correlated samples, confidence intervals, ANOVA, Pearson r, Spearman r and Chi Square.

SOC 320/POL 320/PSY 320 ***3 credits***
Methods of Social Research
Prerequisite: SOC 223 or GBA 325

An analysis of research methods in social science; training in techniques and materials of research; and the conducting of social research projects.

SOC 321 ***3 credits***
Social Organization
Prerequisite: SOC 121

A sociological analysis of organizations, the goals they are structured to serve, their structures and the manner in which organizations interact with their environment.

SOC 322/HTY 322 ***3 credits***
Race and Ethnicity in American Culture
Prerequisite: SOC 121 or permission of instructor.

An analysis of the historical development of the principal racial and ethnic groups in American society, with emphasis on the minorities, such as Blacks, Mexican-Americans, Puerto Ricans, Orientals, American Indians.

SOC 323 ***3 credits***
Sociological Theory
Prerequisite: SOC 121

An analysis of the fundamental principles underlying social theory and an evaluation of major sociological theories, both classical and contemporary.

SOC 324 ***3 credits***
Marriage and the Family
Prerequisite: SOC 121

An interdisciplinary, cross-cultural study of marriage and the family with major emphasis given to the pragmatic aspects of family life.

SOC 325 ***3 credits***
Urban Sociology
Prerequisite: SOC 121

An analysis of the major issues confronting modern industrial, urbanized societies.

SOC 326 ***3 credits***
Theories of Criminal Behavior
Prerequisite: SOC 121 or PSY 121 or permission of instructor.

An interdisciplinary investigation into the causes and patterns of criminal and deviant behavior.

SOC 327 ***3 credits***
Cultural Anthropology
Prerequisite: SOC 121

An examination of the concept of culture through a study of the range of human societies, including a disciplined reflection upon American culture.

SOC 328 ***3 credits***
Drugs, Society and Human Behavior
Prerequisites: BIO 121 or PSY 121 or permission of instructor.

An interdisciplinary approach will be taken in analyzing the biological, psychological and social forces that influence the use of psychoactive substances (both legal and illegal), as well as in studying the effects that use of these substances have on human nervous systems, behaviors and society.

SOC 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.

Designed for small groups of students to pursue in depth a particular aspect of sociology that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SOC 331 ***3 credits***
Social Change
Prerequisite: SOC 121 or permission of instructor.

A study of the underlying principles of social change and social transformation. It includes a detailed analysis of the relationship between personal experience of change and larger socio-historic changes.

SOC 335/HTY 335 ***3 credits***
Women in American Society

An examination of the roles of women both from a historical and a contemporary perspective with the objectives of understanding what it means to be female in America.

SOC 336 ***3 credits***
Criminal Justice Systems
Prerequisite: POL 123 or permission of instructor.

A comprehensive overview of criminal justice decision making, law enforcement, lawyers and courts, crime prevention, decriminalization and corrections.

SOC 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in sociology or criminology that is designed for a specific class level: freshman (100) through senior (400). A study of such topics as the American Indian community corrections or other special topics. Topic to be covered is announced in advance of registration.

SOC 421 ***3 credits***
Juvenile Justice
Prerequisites: POL 123 or permission of instructor.

An examination of deviant juvenile behavior in terms of theory, methods of analysis, prevention and treatment.

SOC 424 ***3 credits***
Family Analysis
Prerequisites: Junior standing and SOC 121.

Theory of interpersonal relations and interaction in the modern family. Analysis of role and function.

SOC 425 ***15 credits***
Field Placement in Criminology
Prerequisites: Senior standing in criminology and approval by the Criminology Field Placement Committee.

Supervised field placement giving students an opportunity to work in local agencies for approximately 40 hours per week for 12 weeks. Placements are available in such areas as law enforcement agencies and the offices of the state attorney and public defender.

SOC 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of sociology that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which

is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

SOC 430 ***3 credits***
Correctional Systems
Prerequisites: POL 123 or permission of instructor.

The historical and contemporary analysis of penal systems and reformatories in terms of organization, procedures, programs and effectiveness.

SOC 499 ***1-3 credits***
Senior Seminar
Prerequisite: Senior standing sociology or criminology.

The integration of concepts within the fields of sociology or criminology.

Special Education

Specific Learning Disabilities

This program is designed to prepare education majors to work with K-12 students who have been diagnosed with a specific learning disability. Graduates will, upon application, be eligible for certification through the Florida Department of Education. Teacher certification in this field is currently possible because the state honors a Saint Leo College degree in this subject, but Saint Leo College does not at present have a state-approved teacher preparation program in specific learning disabilities. Students who plan to teach outside of Florida should check with their home state to determine whether graduation from a state-approved program is required for automatic certification through the interstate agreement (Please see the explanation of the interstate agreement on the first page of the Teacher Preparation Programs section) and to determine whether additional coursework might be required by that state for certification.

Program Components		*Semester Hours*
Basic Studies I		30
Basic Studies II		15
Specific requirement in Basic Studies I andII is MAT 131		
Major Requirements		67
EDU 180	Practicum I: Basic Principles of Teaching	(3)
EDU 221	Human Growth and Development*	(3)
EDU 222	Contemporary Concerns in School and Society	(3)
EDU 280	Practicum II: Introduction to the Instructional Process	(3)
EDU 304	Exceptional Child	(3)
EDU 325	Introduction to Speech Disorders	(3)
EDU 330	Mathematics in the Elementary School	(3)
EDU 331	Humanities in the Elementary School	(3)
EDU 332	Language Arts in the Elementary School	(3)
EDU 334	Introduction to Teaching Reading in the Elementary School	(3)
EDU 338	Science in the Elementary School	(3)
EDU 339	Social Studies in the Elementary School	(3)
EDU 408	Clinical Practices in Special Education	(3)
EDU 428	Critical Issues in Curriculum and Philosophy	(3)
EDU 490	Educational Theories of Learning Disabilities	(3)
EDU 491	Methods and Materials for the Learning Disabled I	(3)
EDU 492	Methods and Materials for the Learning Disabled II	(3)
EDU 493	Classroom Management in Special Education	(3)
EDU 480	Student Teaching	(12)
EDU 481	Student Teaching Seminar	(1)
(See other sections of the catalog for descriptions of those courses not listed below).		
Physical Education Requirements		0-4
Electives		0-8
		Total Credits 124

****May be applied to Basic Studies II Social Sciences***

Special Education Course Offerings

EDU 304 ***3 credits***
The Exceptional Child
Prerequisite: EDU 221

Study of various exceptionalities and their incidence; includes etiology and identification of classifications of exceptionalities and relevant sociological, philosophical and psychological implications for education. Three hours per week and scheduled field observations. Offered only Fall semester on main campus.

EDU 405 ***3 credits***
Foundations of Mental Retardation
Prerequisite: EDU 221 and EDU 304

Study of the biological, sociological and psychological foundations of mental retardation. Study of the physical and environmental causes of retardation and societal implications. Three hours per week and scheduled field observations. Offered only Fall semester on main campus.

EDU 406 ***3 credits***
Curriculum and Methods for the Educable Mentally Retarded
Prerequisite: EDU 221, EDU 304 and EDU 405.

Study and analysis of curriculum, methods, and materials for the educable mentally retarded with regard to physical, intellectual, academic, occupational, personal and social development. Three hours per week and scheduled field observations. Offered only Spring semester on main campus.

EDU 407 ***3 credits***
Curriculum and Methods for the Trainable Mentally Retarded
Prerequisite: EDU 221, EDU 304 and EDU 405.

Study of existing methods, curriculum and materials in the instruction of the trainable mentally retarded. Includes areas of self-help and socialization, music, arithmetic and the arts. Three hours per week and scheduled field observations. Offered only Fall semester on main campus.

EDU 408 ***3 credits***
Clinical Practices in Special Education
Prerequisite: EDU 221, EDU 304 and EDU 405.

This course reviews the federal law and state regulations regarding educational placement and planning for the exceptional student. Emphasis is placed on diagnostic assessment and staffing procedures as well as on the writing and implementation of the Individual Education Plan. Offered only Spring semester on main campus.

EDU 430 ***3 credits***
Nature and Needs of the Gifted
Prerequisite: EDU 221 and EDU 304

The purpose of the course is to review the characteristics and educational needs of children and youth who can be categorized as gifted or talented. Special attention will be paid to nomination and selection procedures, specialized programming, and non-categorical instructional approaches. Three hours per week and scheduled field experience.

EDU 431 ***3 credits***
Curriculum Procedures for Gifted
Prerequisite: EDU 430

Focus is on content modification, skills adaptation, problem finding and problem solving, creativity training, instructional strategies and personal preparation for educators of the gifted. Content modification includes math, science, social studies, and the visual and performing arts. Special emphases include developing individualized education plans and the gifted adolescent in transition. Three hours per week and scheduled field work.

EDU 432 ***3 credits***
Guiding the Gifted Child
Prerequisite: EDU 430

Addresses social, emotional and motivational needs of gifted children and their families. Components include self-esteem, peer, parent and sibling relationships, motivation, stress management, communication of feelings, depression, underachievement and realized potential.

EDU 490 ***3 credits***
Educational Theories of Learning Disabilities
Prerequisite: EDU 221 and EDU 304

An investigation of the sources of specific learning disabilities with special emphasis on implications for educational planning and instructional management. Student observation, research, and reports will be undertaken in order to achieve understanding of the educational problems of SLD children. Three hours per week and scheduled field experiences.

EDU 491 ***3 credits***
Methods and Materials for the Learning Disabled I
Prerequisites: EDU 490, EDU 304 and EDU 490

Analysis of curriculum, methods and materials for teaching children and adolescents with specific learning disabilities. Procedures of instructional diagnosis are integrated with individualized instruction techniques. Course topics include task analysis, clinical teaching, and strategies for instruction in spoken and written language, reading and mathematics. Three hours per week and scheduled field work.

EDU 492 ***3 credits***
Methods and Materials for the Learning Disabled II
Prerequisites: EDU 304 and EDU 490

Methods for teaching social and personal skills to students with specific learning disabilities, with an emphasis on employability, career awareness, and transition. Three hours per week and scheduled, supervised field experiences.

EDU 493 ***3 credits***
Classroom Management in Special Education
Prerequisites: EDU 304 and EDU 490

Investigation and application of behavior management principles for use with exceptional students. Clinical diagnosis of problems, development of specific behavioral plans for individual students and classrooms. Three hours per week and scheduled field experiences.

EDU 495 ***3 credits***
Educational Programming for the Emotionally Disturbed
Prerequisite: EDU 221 and EDU 304

This course focuses on the way the characteristics and needs of emotionally handicapped children are shaped through the educational program. Course work involves the preparation of Individual Educational Plans for the emotionally handicapped. Three hours per week and scheduled field experiences.

Speech

Speech Course Descriptions

SPH 221 ***3 credits***
Fundamentals of Speech

Study of the fundamental principles of public speaking, including practice in the preparation and delivery of extemporaneous speeches.

SPH 223 ***3 credits***
Phonetics and Articulation

Study of the scientific bases of voice and speech; analysis of the phonetic structure of our speech and language through application of the International Phonetic Alphabet.

SPH 325/EDU 325 ***3 credits***
Introduction to Speech Disorders
Prerequisite: SPH 223 or permission of instructor.

The nature, causes and treatment of certain speech disorders, such as defective articulation, stuttering, cleft palate and voice disorders.

SPH 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and department chair.

Designed for small groups of students to pursue in depth a particular aspect of speech that is not covered or is treated lightly in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

SPH 331 ***3 credits***
Discussion and Debate

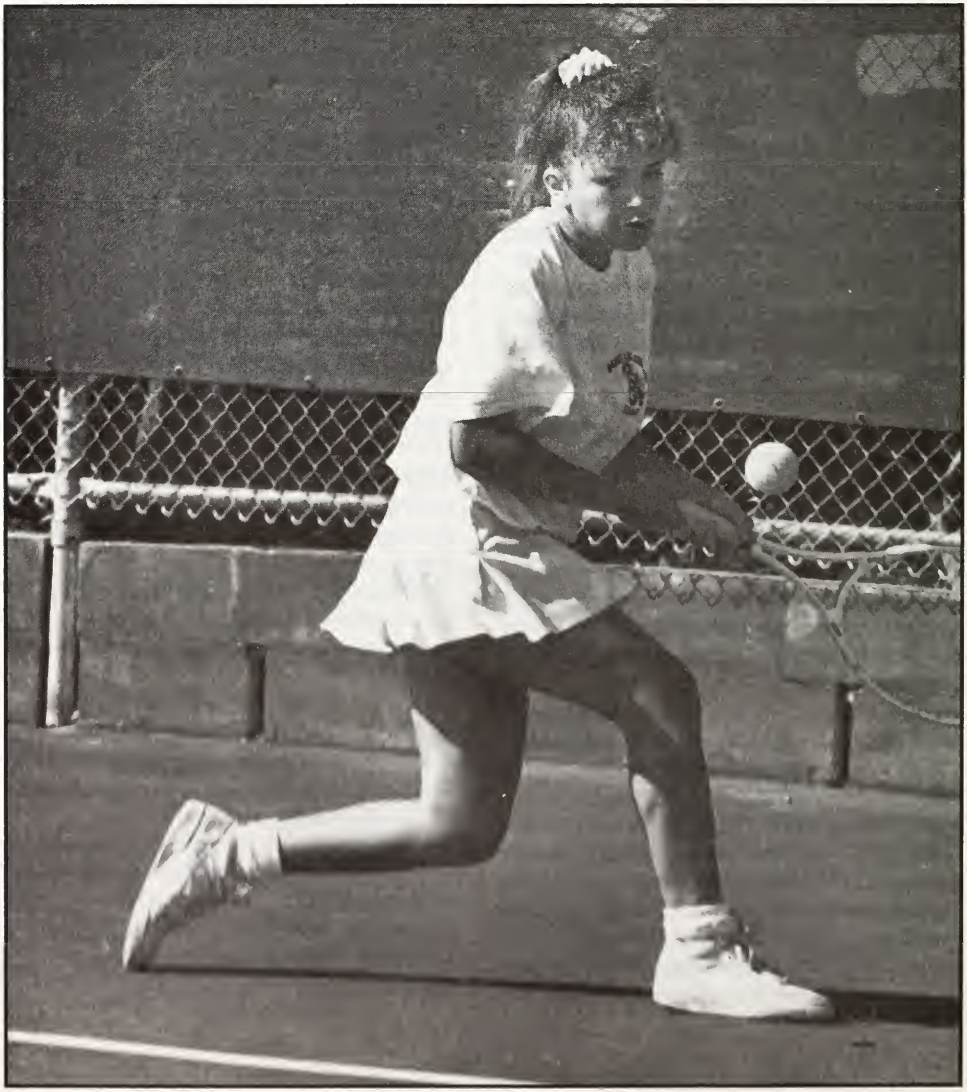
The study and application of reasoning and evidence as used in public deliberation.

SPH 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and department chair.

A variable content course in speech that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

SPH 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of speech that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.



Teacher Preparation Programs

The goal of the Teacher Preparation Program is to train students to be competent members of the education profession and to prepare them for graduate school. While the Division is ready to help its students to succeed, it should be noted that the standards for performance are high. Students who do not demonstrate adequate growth in professional skills or in personal commitment to teaching will be counseled out of teacher education.

Under the direction of the dean, the Department of Education has three functions:

1. It directs and authorizes the development, implementation and evaluation of the Teacher Preparation Program.
2. It cooperates with local schools in providing mutually beneficial classroom experiences for education students.
3. It offers its services for advancing education throughout the College and the larger community.

The Teaching Certificate

To be hired to teach, candidates must be certified by the state in which they hope to be employed. Each state has its own certification requirements, but an interstate agreement on qualifications for teachers has been arranged by some states. This agreement is renegotiated preiodically, and the list of participating states may change. Students should check to be certain that their home state is currently participating in the agreement. Each state which is party to the agreement will recognize graduates from programs of other member states. The following states and the District of Columbia are members of the interstate agreement:

Alabama
California
Florida
Georgia
Hawaii
Indiana
Maine
Massachusetts
Montana
New Hampshire
New York
North Carolina
Pennsylvania
Rhode Island
South Carolina
Tennessee
Utah
Vermont
Virginia
Washington
West Virginia

To benefit from the interstate agreement a student must graduate from a state-approved teacher preparation program. The Florida-approved Teacher Preparation Program at Saint Leo College includes:

Art/Secondary Education (K-12)
Elementary Education (1-6)
Elementary Education/Early Childhood (N-K-6)
English/Secondary Education (6-12)
History/Secondary Education (6-12)
Mental Retardation (K-12)
Physical Education/Teaching Track (6-12)
Political Science/Secondary Education (6-12)

Entering a Teacher Preparation Program**

There are two steps a student must take to be admitted to training. The first step is to declare a major in one of the teacher certification disciplines listed above. This may be done when applying for admission to the College or at any time during the first or second year in residence.

The second step involves meeting the special requirements for being officially accepted into the Teacher Preparation Program.

The requirements are as follows:

1. A minimum cumulative SAT score of 840 (with an English score of 420 and a math score of 420) or a minimum composite ACT score of 20 (with a 20 in English and a 20 in math). These scores are subject to change if state regulations change. This requirement must be satisfied before the student is allowed to take any courses with an EDU prefix. The student may take the ACT on campus or provide the Division with an official copy of passing scores on the ACT or SAT earned in an off-campus test session. The passing scores must have been earned within five years of submission, and the three scores must all be from the same test administration. Several mechanisms are in place to help a student improve a low score.

2. Recommendation for admission by the appropriate faculty and department chair.
3. After the ACT/SAT requirement is satisfied, one of the first education courses students will take is EDU 180 Practicum I: Basic Principles of Teaching. In that course students are required to begin compiling a portfolio to document that they have satisfied specific criteria for continuing to take upper level courses required for the education major. They will continue developing this portfolio through the internship semester.

   Students who cannot document that they have met the standards will receive counseling to help them improve. They will not be allowed to enroll in other education courses until the requirements have been met. This action is taken so that students may concentrate on material they need to improve their skills so that they can meet the requirements. These students will need permission of the Admissions committee, composed of education faculty and the department chair, before they are allowed to continue. If students cannot meet the requirements to continue in the teacher preparation program after several applications for continuation have been made, they are usually requested to change their major to a discipline not related to classroom teaching.

These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track and Political Science/Secondary Education majors and to any student in a program which leads to certification to teach in Florida.

*Student Teaching (EDU 480)***

A student who wishes to be certified to teach must spend one complete semester as a student teacher. Student teaching is normally done during the last semester of study. Student teaching is a full-time activity and is taken only during a regular fall or spring semester. Special requirements, which must be met before a student is allowed to student teach, are as follows:

1. Admission to the Teacher Preparation Program and a C or better in 18 hours of education program coursework which must include satisfactory completion of EDU 180 and EDU 280.
2. A cumulative grade point average of at least 2.50 and a minimum of "C" in each education course taken.
3. Successful completion of the education course sequence.
4. Passing the CLAST (College Level Academic Skills Test) which is a part of the FTCE.
5. Taking the Florida Teacher Certification Examination (FTCE) during the semester prior to the internship semester. Passing the FTCE is a graduation requirement for all education majors.
6. Completion of application for student teaching by February 15 or October 15 of the semester preceding student teaching.
7. Approval of the chair of the Department of Education or the chair's designee.

   A special fee is charged prior to student teaching to help defray costs of the student teaching program.

These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track, and Political Science/Secondary Education and to any student in a program which leads to certification to teach in Florida.

*Retention Policy***

From admission through completion of all teacher preparation requirements, the progress of each student is monitored closely through the use of Florida's Essential Generic Teacher Competencies and the portfolio (see requirements for entering a teacher preparation program on preceding page). The competencies and skills are identified with experiences and courses in which they can be developed and demonstrated.

Faculty in the Department of Education continuously monitor and verify student achievement. Rate of growth is periodically assessed. Students judged to be progressing at a rate leading to probable success are retained in the Teacher Preparation Program. Others are counseled out.

To complete the state-approved Teacher Preparation Program, a student must complete all required education courses with a grade of "C" or higher and satisfy all program requirements.

***These requirements also apply to Art/Elementary to Secondary Education, English/Secondary Education, History/Secondary Education, Physical Education/Teaching Track, and Political Science/Secondary Education and to any student in a program which leads to certification to teach in Florida.*

Secondary Teaching in English, History, and Political Science

Students who wish to teach in the following fields should see the referenced sections for full program requirements.

English/Secondary Education
History/Secondary Education
Political Science/Secondary Education

All requirements listed in the sections for entering a teacher preparation program, student teaching, and retention policy should also be understood.

Secondary Teaching in Math, Biology, Social Science, and Music

Teacher certification in these fields is currently possible because the state honors a Saint Leo College degree in these subjects, but Saint Leo College does not at present have state-approved teacher preparation programs in these areas. While graduates seeking Florida teacher certification may be subject to changing state certfication regulations if so mandated by the state of Florida, there is presently no state plan to do so. Students who plan to teach outside of Florida should check with their home states to determine whether graduation from a state-approved program is required for automatic certification through the interstate agreement (Please see the explanation of the interstate agreement on the first page of the Division of Education section). and to determine whether additional coursework might be required by the state for certification.

Certification by Transcript Approval

The state of Florida presently allows applicants to be certified to teach through a course-by-course satisfaction of each separate certification requirement. Saint Leo College Department of Education does not permit students to take education courses unless they are enrolled in a state-approved elementary, secondary, or K-12 teacher preparation program or in a degree-producing secondary education program. Students who wish to intern must have completed all of the requirements for the appropriate degree before application may be made. A residency requirement of 30 hours (which may include the 13-hour internship semester credit) must be satisfied in order for a degree to be granted by the college.

Florida Laws Concerning Education Programs and Teacher Certification

Florida law requires candidates for certification to pass the Florida Teacher Certification Examination (FTCE). To facilitate passing this examination and to ensure certification, all students in the Teacher Preparation Program must pass the examination before completing their program at Saint Leo College. The CLAST, which is used as one part of the FTCE, is administered at Saint Leo College and must be taken when a student has earned 60 hours. The Professional Education and the Subject Area Subtests are administered by the state on specific testing dates. The fee is to be paid by the student.

Florida law also requires that a candidate for regular certification complete the Professional Orientation Program during the first year of teaching. The specific components of this requirement may be determined by contacting the home school district in Florida at the appropriate time.

The Teacher Preparation Program of Saint Leo College is subject to the requirements and review of various accrediting and certifying agencies. When these agencies dictate changes in rules or procedures, such requirements supersede the statements in this catalog.

Theatre

The theatre major is designed as preparation for graduate study, for employment as a teacher or theatre practitioner, or as the core of a liberal arts education. The curriculum provides a strong foundation in the history, literature, skills and techniques of theatre.

Because work on productions is a co-curricular activity and an integral feature of the study of theatre, students majoring in theatre must register for College Theatre (THE 110) each semester in residence.

Program Components	*Semester Hours*
Basic Studies I	30
Include THE 121	
Basic Studies II	15
Major Requirements	45
THE 123 Stagecraft	(3)
THE 221 Script Analysis	(3)
THE 223 Acting I	(3)
THE 227 Survey of Drama I**	(3)
THE 228 Survey of Drama II**	(3)
THE 327 History of Theatre I	(3)
THE 328 History of Theatre II	(3)
ENG 422 Shakespeare	(3)
Two courses selected from the following:	(6)
THE 321 Directing I	
THE 326 Playwriting	
THE 331 Scene Design	
THE 332 Lighting Design	
One course selected from the following:	(3)
THE 338 Modern American Drama	
THE 339 Modern British & European Drama	
HUM 499 Senior Seminar	(3)
Three upper-division (300-400 level) courses in Theatre	(9)
Physical Education Requirements	4
Electives	30
Total Credits	*124*

***May be applied to Basic Studies II*

Theatre Minor

THE 121 Introduction to Theatre and Drama	(3)
THE 123 Stagecraft	(3)
THE 227 Survey of Drama I	(3)
THE 228 Survey of Drama II 3)	
ENG 422 Shakespeare	(3)
Electives: Two other courses in Theatre	(6)
Total 21	

Theatre Course Descriptions

THE 110 ***1 credit***

College Theatre

Open to all students and qualified townspeople. Participation in play production. May be repeated for credit.

THE 121 ***3 credits***

Introduction to Theatre and Drama

Investigates the imaginative processes involved in creating theatre. Emphasizes dramatic literature in performance and examines roles of playwright, director, actor, designer and theatre architect.

THE 123 ***3 credits***

Stagecraft

The theory and practice of building, painting, rigging and shifting scenery; construction and use of properties familiarizes students with lighting instruments and their control. Six hours per week.

THE 221 ***3 credits***

Script Analysis

Prerequisite: THE 121 or permission of instructor.

Designed specifically for theatre majors, this course focuses on the structure of theatre texts and on the processes by which directors, actors and designers extract information from the text necessary to make

the translation from page to stage. The course provides both a common method of analysis and a common language to theatre practitioners.

THE 223 ***3 credits***
Acting I
A workshop in the fundamentals of acting in which the beginning steps in creating a role are introduced. Offered in the Spring semester.

THE 224 ***3 credits***
Acting II
Prerequisite: THE 223
A workshop in the problems of acting that continues work begun in THE 223 and introduces techniques of characterization and style. Offered in the Fall semester.

THE 227 ***3 credits***
Survey of Drama I
Prerequisite: ENG 122 or THE 121
The course provides a broad overview of the development of drama as an artistic form in western culture, from Greek theatre to the Jacobean period.

THE 228 ***3 credits***
Survey of Drama II
Prerequisite: ENG 122 or THE 121
The course provides a broad overview of the development of drama as an artistic form in western culture, from the Restoration to the contemporary period.

THE 241 ***1 credit***
Improvisation
Experimentation and imagination in creating a role. Two hours per week. Offered as needed.

THE 242 ***1 credit***
Stage Make-Up
Techniques of stage make-up, including special effects, shading, coloring; use of various materials for creating character and age. Two hours per week. Offered in even-numbered years.

THE 243 ***1 credit***
Voice for the Stage
Examining the potential of voice in creating a role; freeing the natural voice. Two hours per week. Offered in even-numbered years.

THE 244 ***1 credit***
Stage Movement
Examining the potential of stage movement in creating a role; becoming aware of body-mind coordination. Two hours per week. Offered as needed.

THE 321 ***3 credits***
Directing I
Prerequisites: THE 121, 221, 223 or permission of instructor.
Development of the director's role from the first reading of a script to its actual performance. Each student directs a series of scenes for performance in College Theatre. Requires rehearsals outside of class. Offered in odd-numbered years.

THE 322 ***3 credits***
Directing II
Prerequisite: THE 321
A continuation of work begun in THE 321. Each student directs a one-act play for performance in the College Theatre. Required laboratory. Requires rehearsals outside of class.

THE 323 ***4 credits***
Technical Production
Prerequisites: THE 121, 123
Advanced technical practice in scenery, lighting and design. Students design scenery and lighting and are assigned major crew responsibilities for College Theatre productions. Four hours per week. Required laboratory.

THE 324 ***3 credits***
Styles of Acting
Prerequisites: THE 121, 223, 224
A workshop examination of acting problems related directly to various styles of drama, possibly including work on the Greeks, Shakespeare, Moliere and others. Students perform scenes from different eras.

THE 325 ***6 credits***
Theatre Performance Practicum
Participation in a significant manner in theatre. Involvement in the total experience of the production of a complete theatre season. The emphasis is placed on the performance of the student as actor, designer, technician, or manager. May be repeated for credit with permission.

THE 326/ENG 326 ***3 credits***
Playwriting
Prerequisite: ENG 122 or permission of instructor.
Fundamentals of writing for the stage. The student playwright is guided from initial idea to completed manuscript. Emphasis on characterization, dialogue and plotting. Selected plays are produced by the College Theatre.

THE 327 ***3 credits***
History of Theatre I
Prerequisites: THE 121, 227 or permission of instructor.
A study of the chief periods of theatre history from preclassical times to the French neoclassical. Emphasis is on the development of the physical theatre, methods of staging, and the influence of cultural changes on the theatre as an art form.

THE 328 ***3 credits***
History of Theatre II
Prerequisites: THE 121, 228 or permission of instructor.
A study of the chief periods of theatre history from the French neoclassical to the present. Emphasis is on the development of the physical theatre, methods of staging, and the influence of cultural changes on the theatre as an art form.

THE 329 ***3 credits***
Directed Study: Readings or Research
Prerequisite: Permission of instructor and division chair.
Designed for small groups of students to pursue in depth a particular aspect of theatre that is not covered or is treated less rigorously in regular course offerings. The course is taught in seminar fashion and meets for 36 contact hours.

THE 331 ***3 credits***
Scene Design
Prerequisite: THE 123 or permission of instructor.
A study of the role of the designer, including the communication of mood, concept and period. Offered in even-numbered years.

THE 332 ***3 credits***
Lighting Design
Prerequisite: THE 123 or permission of instructor.
A study of the history, theory and practice of stage lighting design. Offered in even-numbered years.

THE 333 ***3 credits***
Costume Design
Prerequisite: THE 123 or permission of instructor.
A study of the history, theory and practice of costume design, including basic visual design experiments. Offered as needed.

THE 334 ***3 credits***
Children's Theatre
Production of children's theatre, including puppetry, educational television and story-telling. Offered as needed.

THE 335 ***3 credits***
Theatre Management
A study of the operation and organization of a theatre, the responsibilities involved in commercial play production, including a detailed examination of the many positions in the business world of theatre. Offered as needed.

THE 336 ***3 credits***
The Broadway Musical
Examining an American phenomenon, its growth and development, the reasons for its popularity, the many elements that enter into producing a musical. Offered in even-numbered years.

THE 338/ENG 338 ***3 credits***
Modern American Drama
Prerequisite: ENG 122
A study of modern realism, tragedy, expressionism and the theatre of the absurd. Representative playwrights include Eugene O'Neill and Tennessee Williams.

THE 339/ENG 339 ***3 credits***
Modern British and European Drama
Prerequisite: ENG 122

A study of modern realism, tragedy, comedy and symbolic drama. Representative playwrights include Ibsen, Chekhov, Shaw and Osborne.

THE 100-400 ***1-3 credits***
Special Topics
Prerequisite: Permission of instructor and division chair.

A variable content course in theatre that is designed for a specific class level: freshman (100) through senior (400). Topic is announced in advance of registration.

THE 429 ***1-3 credits***
Advanced Directed Study and Research
Prerequisites: Permission of instructor and division chair.

Intensive individual study in a particular aspect of theatre that is not covered in regular course offerings. This enrichment option is limited to students who have demonstrated the potential to pursue independent scholarly activity beyond that which is expected in regular courses. Request for enrollment must be made prior to registration in the form of a written proposal. May be repeated for credit. Weekly meetings with instructor.

THE 431 ***3 credits***
Advanced Scene Study
Prerequisites: THE 121, 221, 223, 224, 227, 228, 321 and either 322 or 324.

Directors and actors work together in this advanced class to produce scenes. Emphasis is placed on the director/actor relationship and the problems inherent in creating and building a scene. Much of class time is spent in rehearsal.

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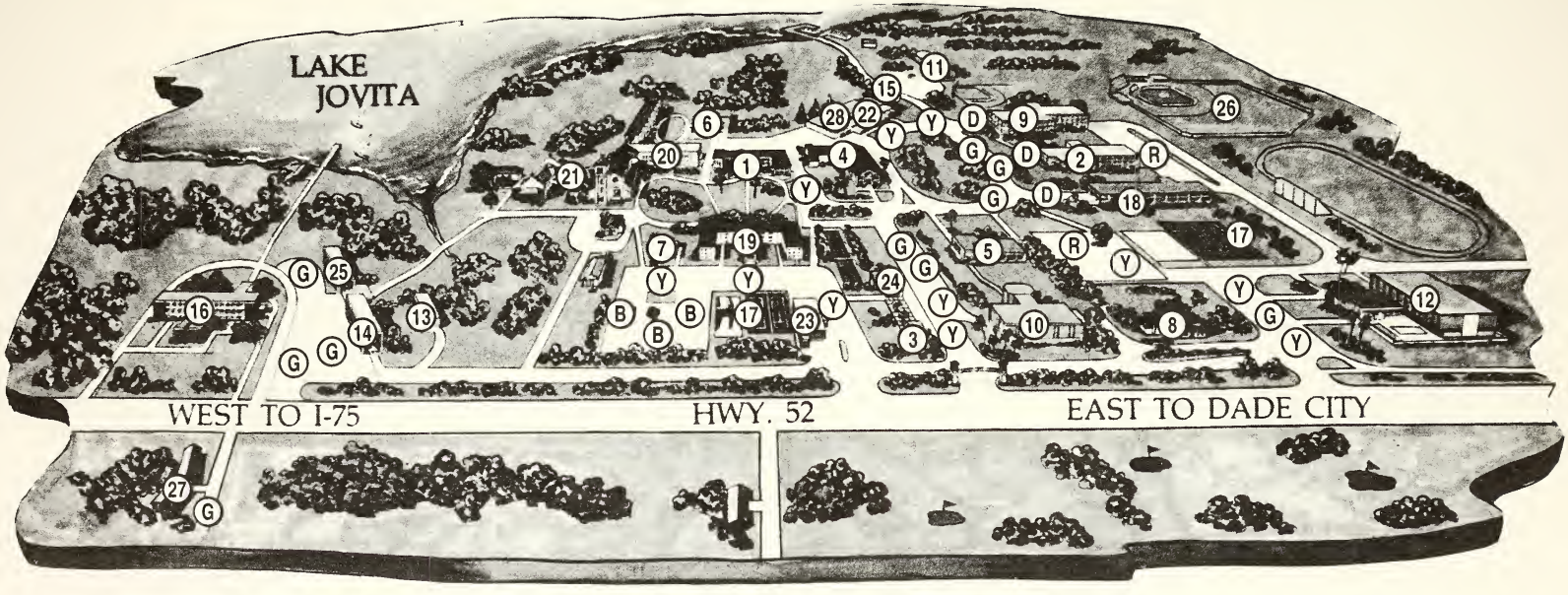
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1 Admissions—Saint Francis Hall
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3 Center for Distance Learning
4 College Theatre
5 Crawford Hall
6 The Cannon Memorial Library
7 Education Building
8 Faculty Office Building
9 Henderson Hall
10 Julia Deal Lewis Hall of Science
11 Maintenance Facilities
12 Marion Bowman Activities Center
13 Marmion Cafeteria
14 Marmion Hall
15 Painting Studio
16 Priory Hall
17 Recreational Facilities
18 Roderick Hall
19 Saint Edward Hall
20 Saint Leo Hall
21 Saint Leo Abbey Church/Facilities
22 Saint Leo College Campus Store
Lower Level—McDonald Student Center
23 Saint Leo Post Office
24 Security
25 Snyder Hall
26 Thomas B. Southard Field
27 Villa Hall
28 William P. McDonald Student Center

Parking
R. Student Parking
Y. Faculty, Staff, Visitors Parking
D. Fire Lane
B. Saint Edward, Saint Leo Hall Parking
G. Priory, Marmion, Snyder, Villa, Grove House Student Parking



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